6172/990

Department
of the
Treasury
**Internal
Revenue
Service**

# FY-90 Training Program Index

## Effective October 1, 1989

**Document 6172 (Rev. 10-89)**
**Dispose of prior issues**

READEX FICHE best copy available

T 22.2/15:

Internal
Revenue
Service

# Mission

The purpose of the IRS is to collect the proper amount of tax revenues at the least cost to the public, and in a manner that warrants the highest degree of public confidence in our integrity, efficiency and fairness. To achieve that purpose, we will:

- Encourage and achieve the highest possible degree of voluntary compliance in accordance with the tax law and regulations;
- Advise the public of their rights and responsibilities;
- Determine the extent of compliance and the causes of noncompliance;
- Do all things needed for the proper administration and enforcement of the tax laws;
- Continually search for and implement new, more efficient and effective ways of accomplishing our Mission.

# TRAINING PROGRAM INDEX

The Training Program Index is the current listing of all Servicewide training programs now in existence and those that are planned and/or being presently developed. Although local programs are not included in the Index, they are to be reported if they meet the criteria contained in the Training Reporting Handbook. Some new programs listed may not be available until later in the fiscal year and some others do not have IRS developed materials. See Training Materials Catalog (Document 6398) for a current listing of programs with available materials.

**Column a - Program Number** - This number is used on all reports involving training programs. It is not necessarily the number used for ordering publications. To order materials consult the training materials catalogue when available. Use information on status notice cards pending publication of the catalogue.

**Column b - Title** - This is the official title of the program. The exact title should be used whenever required in correspondence, reports, and Fiscal documents.

**Column c - Management Activity Codes** - These codes are explained in IRM 1623 Financial Management Codes Handbook. The codes are used on all documents related to training funds, such as obligating documents, travel vouchers, Government Transportation Requests (GTRs), and reports containing fiscal information.

**Column d - Training Fund** - Indicates whether the program is Field (F) - funded, Centrally (N.O.) - funded or funded by National Office Human Resources Branch - (NOHRB).

**Column e - Program Length and Type** - Indicates the length of the program and the type of instruction (Travel time not included in classroom hours). For "instructor independent" and "self-instruction," the stated length is an average, since trainees may vary in how long it takes them to complete the training.

NOTE: Columns f, g, and h, discussed below, are codes reported to the Office of Personnel Management in accordance with OPM Bulletin 290-15, Attachment 2 (January 8, 1973). Their use on reporting forms is fully discussed in the Training Reporting Handbook.

**Column f - Principal Purpose** - Single-digit code designating the principal purpose of training. Codes and titles are as follows:

1 As a Result of Mission or Program Change
2 As a Result of New Technology
3 As a Result of New Work Assignments
4 To Improve Present Performance
5 To Meet Future Staffing Needs
6 To Develop Unavailable Skills
7 Trade or Craft Apprenticeship
8 Orientation
9 Adult Basic Education

**Column g - Type** - Single digit code designating type of training, e.g., the principal subject matter and emphasis of the program. Codes and titles are as follows:

1 Executive and Management
2 Supervisory
3 Legal, Medical, Scientific or Engineering
4 Administration and Analysis
5 Specialty and Technical
6 Clerical
7 Trade or Craft
8 Orientation
9 Adult Basic Education

**Column h - Source** - Single-digit code designating the source of training, the Government or non-Government activity that provided the training. Codes and titles are as follows:

1 Government - IRS or Treasury Department
2 Government - Interagency
3 Non-Government - Designed for IRS or Treasury Department
4 Non-Government - "Off the Shelf"
5 State or Local Government
6 Self-Instruction

**Column i - Special Interest Program** - Single-digit code indicating a special "high interest" program area, as determined by OPM, for use on Form 5061, item 34(1) and Form 5092, item 16.

1 Executive Development
2 Training for New Appointment Supervisors

OFFICE OF PERSONNEL MANAGEMENT CODES
STANDARD DEFINITIONS AND CODING STRUCTURES
(from OPM Bulletin 290-15, Attachment 2, Appendix A)

(1.) PRINCIPAL PURPOSE OF TRAINING - Indicates why the employee received the training. When an instance of training can be identified with more than one purpose, the principal purpose is the code. It reflects management's decision regarding the employee's need for training.

| CODE | NAME | DEFINITION/EXPLANATION |
|---|---|---|
| 1 | As a Result of Mission or Program Change | To provide the knowledges or skills needed as a result of change in agency mission, policies, programs, or procedures, e.g., training provided social workers to acquaint them with new policies and procedures affecting the eligibility for, or benefits to be accorded welfare recipients. |
| 2 | As a Result of New Technology | To provide the knowledge or skills required to keep abreast of developments in the employee's occupational field, or in a related field, e.g., training provided an employee in the use, maintenance or repair of new and advanced electronic equipment; the application of new technology; or advances in the "state-of-the-art." |
| 3 | As a Result of New Work Assignments | To provide the knowledges and skills needed as a result of assignment to new duties and responsibilities, when such training is not a part of a planned career development program, e.g., training provided an accounting clerk who has been newly assigned accounting technician duties. |
| 4 | To Improve Present Performance | To provide the knowledges or skills needed to improve or maintain proficiency in present job, e.g., training provided typists to improve typing speed and accuracy, training in telephone techniques for clerks or secretaries. Note: "Refresher" training is to be coded here. |
| 5 | To Meet Future Staffing Needs | To provide the knowledges and skills needed to meet future staffing needs through a planned career development program in an occupational specialty, executive or managerial development program, a management internship or a training agreement, or programs to upgrade skills and abilities, e.g., stenographic training for typists, technical training for laboratory assistants, etc. |

OFFICE OF PERSONNEL MANAGEMENT CODES
STANDARD DEFINITIONS AND CODING STRUCTURES
(from OPM Bulletin 290-15, Attachment 2, Appendix A)

(1.) PRINCIPAL PURPOSE OF TRAINING - Indicates why the employee received the training. When an instance of training can be identified with more than one purpose, the principal purpose is the code. It reflects management's decision regarding the employee's need for training.

| CODE | NAME | DEFINITION/EXPLANATION |
|---|---|---|
| 6 | To Develop Unavailable Skills | To provide the knowledges or skills needed for fields of work that are unique to the Federal Government, or to meet Government staffing needs in occupations for which the labor market cannot produce a sufficient number of training candidates, e.g., air traffic controller or recruit taxpayer service representative training. |
| 7 | Trade or Credit Apprenticeship | To provide the classroom or group portion of the formal training that together with guided work experience, permit the employee to acquire the knowledges and skills needed to meet the full requirements for journeyman status in an apprenticeship program. |
| 8 | Orientation | To provide orientation to the policies, purposes, mission and functions of the employing agency or the Federal Government for new employees. |
| 9 | Adult Basic | To provide the basic knowledges and skills needed to permit the employee to function in the world of work. |

(2.) TYPE OF TRAINING - Indicates the principal subject matter and emphasis of the training provided an employee. (This standard categorizes the subject matter of the training given, not the position of the person trained.)

| CODE | NAME | DEFINITION/EXPLANATION |
|---|---|---|
| 1 | Executive and Management | Education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. |
| 2 | Supervisory | Education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations), human behavior and motivation, communication processes in supervision; work planning, scheduling, and review; and performance evaluation. |
| 3 | Legal, Medical, Scientific or Engineering | Education or training in the concepts, principles, theories or techniques of such disciplines as law, medicine; the physical, biological, natural, social or behavioral sciences; education; economics; mathematics and statistics; architecture; engineering; or foreign affairs. |
| 4 | Administration and Analysis | Education or training in the concepts, principles, and theories of such fields as public or business administration; personnel; training; equal employment opportunity; logistics; finance; systems analysis; policy, program or management analysis; or planning. |
| 5 | Specialty and Technical | Training of a specialized and technical nature in the methods and techniques of such fields as investigation, security police science, supply, procurement, transportation, air traffic control, computer programming, languages, or medical, legal, or scientific support work. |
| 6 | Clerical | Training in clerical skills such as typing, shorthand, key punch or computer operating, letter writing, filing, or telephone techniques. |
| 7 | Trade or Craft | Training in the knowledges and skills needed in such fields as electrical or electronic equipment installation maintenance or repair, tool and die making, welding, or carpentry. |

(2.) **TYPE OF TRAINING - Indicates the principal subject matter and emphasis of the training provided an employee. (This standard categorizes the subject matter of the training given, not the position of the person trained.)**

| CODE | NAME | DEFINITION/EXPLANATION |
|---|---|---|
| 8 | Orientation | Training of a general nature to provide an understanding of the organization and missions of the Federal Government or the employing agency, or a broad overview and understanding of matters of public policy such as the policies relating to equal employment opportunity. |
| 9 | Adult Basic Education | Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip-reading, or braille. |

(3.) SOURCE OF TRAINING - Indicates the Government or non-Government activity that provided the training received by an employee.

| CODE | NAME | DEFINITION/EXPLANATION |
|---|---|---|
| 1 | Government-Agency | Use when the training was given by the employee's agency, by agency staff. ("Agency" refers to the major organizational unit, i.e., the Department, Agency or independent establishment.) |
| 2 | Government-Interagency | Use when the training was given by an agency other than the employee's agency or an interagency training activity. |
| 3 | Non-Government - | Use when the training was developed and given expressly for the agency by an individual, company, educational institution, professional association or consultant under contract to the agency. |
| 4 | Non-Government "Off the Shelf" | Use when the trainee was enrolled in a standard training or educational experience offered by a company, professional association, educational institution or other source, (e.g., university courses; professional symposia; technical, business, or vocational school courses). |
| 5 | State or Local Government | Use when the training was given by a State or local government agency or activity. (Education or training provided by State or local educational institutions is to be coded 3 or 4 as appropriate.) |
| 6 | Self-Instruction | Use when the training is self-instruction, either developed by IRS or a commercial program. |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Collection - 2200 Series** | | | | | | | | |
| 2200 | Local Collection Training | 46 | F | Varies | Determined Locally | | | |
| 2201 | ROE Technical Reviewer Training | 46 | F | 32 hrs classroom | 6 | 5 | 1 | |
| 2205 | Revenue Officer Co-op Work Study | 46 | F | Varies | 5 | 5 | 1 | |
| 2206 | SCCB Quality Analyst Training Program | 46 | F | 40 hrs class 40 hrs (Self-study) | 5 | 5 | 1 | |
| 2207 | Telephone Collection Techniques | 46 | F | 16 hrs | 6 | 5 | 1 | |
| 2210 | Income Tax Law for Collection Personnel | 46 | F | 35-60 hrs (Self-Study w/ help of OJI) | 4 | 5 | 6 | |
| 2212 | Windfall Profit Tax Training for Revenue Officers | 46 | F | 16 hrs | 6 | 5 | 1 | |
| 2213 | Revenue Officer Examiner Training | 46 | F | 96 hrs | 1 | 5 | 1 | |
| 2215 | Backup Withholding | 46 | F | 16 hrs | 6 | 5 | 1 | |
| 2216 | Taxpayer Bill of Rights | 46 | F | 4 hrs | 1 | 5 | 1 | |
| 2220 | Out-Service Business and Commercial Law for Revenue Officers | 46 | F | Varies | 4 | 5 | 4 | |
| 2221 | Review of Technical Changes for Collection Personnel | 46 | F | Varies--self-instruction | 6 | 5 | 6 | |
| 2222 | Employment Tax Adjustment Program Training for SCCB (ETAP) | 46 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 2226 | OJT Instructor Training Workshop for Collection | 46 | F | 24 hrs classroom | 3 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | ( |
| Collection - 2200 Series - continued | | | | | | | | |
| 2229b | Special Procedures Tax Examiner Training | 46 | F | 72 hrs classroom | 6 | 5 | 1 | |
| 2229c | Special Procedures Function Advisor/Reviewer Training Course | 46 | F | 96 hrs self-study & job aid, & CBT | 6 | 5 | 6 | |
| 2232 | Reports Analysis Training for Collection Managers | 46 | F | 24 hrs classroom | 6 | 5 | 1 | |
| 2233 | Collection Group Sect'y Training | 46 | F | Varies-OJT | 4 | 5 | 1 | |
| 2234 | Advanced Technical Training for Revenue Officers - Level I | 46 | F | 72 hrs classroom | 4 | 5 | 1 | |
| 2235 | Quality Customer Service | 46 | F | 20 hrs classroom | 4 | 5 | 1 | |
| 2236 | Collection ADP/IDRS Training | 46 | F | Varies | 2 | 5 | 1 | |
| 2238 | ADP/IDRS Training for Revenue Officers | 46 | F | 8-10 hours self-instr. | 4 | 5 | 1 | |
| 2242 | Offer in Compromise Investigative Techniques | 46 | F | 32 hrs classroom | 6 | 5 | 1 | |
| 2243 | Effective Listening for ACS Employees | 46 | F | 8 hrs classroom | 4 | 5 | 1 | |
| 2246 | Continuing Professional Education for Collection Support Function (CSF) | 46 | F | Varies | 4 | 5 | 1 | |
| 2247 | Continuing Professional Education for Revenue Officers | 46 | F | Varies | 4 | 5 | 1 | |
| 2248 | Continuing Professional Education for ACS | 46 | F | Varies | 4 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Collection - 2200 Series** - continued | | | | | | | | |
| 2249 | Continuing Professional Education for SCCB | 46 | F | Varies | 4 | 5 | 1 | |
| 2250 | Continuing Professional Education for Special Procedures | 46 | F | Varies | 4 | 5 | 1 | |
| 2252 | Advanced Technical Training for Revenue Officers - Level II | 46 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 2253 | TRACE Training | 46 | F | Varies | 6 | 5 | 1 | |
| 2256 | Service Center Collection Branch Training | 46 | F | Varies | 6 | 5 | 1 | |
| 2257a | Automated Collection System Core Classroom | 46 | F | 100 hrs | 6 | 5 | 1 | |
| 2257c | ACS Investigation Classroom Module | 46 | F | 20 hrs | 6 | 5 | 1 | |
| 2257d | ACS Telephone Collection Techniques Training | 46 | F | 16 hrs | 6 | 5 | 1 | |
| 2257f | Automated Collection System Pre-Classroom Training | 46 | F | 16 hrs self instruction & orientation | 6 | 5 | 6 | |
| 2257g | Procedures and Equipment Training | 46 | F | 120 hrs at call site using ACS Terminal | 6 | 5 | 1 | |
| 2258 | TRACE Training for Managers | 46 | F | Varies | 6 | 5 | 1 | |
| 2260 | ACS Quality Training | 46 | F | 36 hrs classroom | 4 | 2 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| Collection - 2200 Series - continued | | | | | | | | |
| 2261 | ACS System Analyst Training | 46 | F | 80 hrs pre-class 58 hrs classroom | 6 | 5 | 1 | |
| 2262 | 100 Percent Penalty Training for ACS Tax Examiners | 46 | F | 12 hrs classroom | 6 | 5 | 1 | |
| 2270p | Computer-Based Training for Revenue Officers Pre-Unit 1 Orientation | 46 | F | 40 hrs | 6 | 5 | 6 | |
| 2270a | Basic Training for Revenue Officers Unit 1 | 46 | F | either (1) 200 hrs (128 hrs CBT) (72 hrs class) or 2) 200 hrs class | 6 | 5 | 1 | |
| 2270b | Computer-Based Training for Revenue Officers Unit 2 | 46 | F | 40 hrs CBT (14-16 wks OJT) | 6 | 5 | 1 | |
| 2270c | Computer-Based Training for Revenue Officers Unit 3 | 46 | F | 72 hrs 40 CBT 32 class (16-18 wks OJT) | 6 | 5 | 1 | |
| 2271 | Computer-Based Training Instructor Workshop for Revenue Officers | 46 | F | 24 hrs class | 6 | 5 | 1 | |
| 2272 | OJI Workshop for Revenue Officer Recruit Training | 46 | F | 32 hrs classroom | 6 | 5 | 1 | |
| 2273 | Technical Review Modules for Revenue Officers | 46 | F | Varies | 4 | 5 | 1 | |
| 2273a | Bankruptcy | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 2273b | Decedent's Estates | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Collection - 2200 Series** - continued | | | | | | | | |
| 2273c | Bulk Transfers | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 2273d | Fraudulent Transfers | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 2273e | Litigation | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 2273f | Collateral Agreements | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 2273g | Offers-In-Compromise | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 2273h | Jeopardy and Termination Assessments | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 2280p | Revenue Officer Parallel Classroom Training Pre-Unit 1 Orientation | 46 | F | 40 hrs (S.I.) | 6 | 5 | 6 | |
| 2280b | Revenue Officer Parallel Classroom Training Unit 2 | 46 | F | 40 hrs class 14-16 wks OJT | 6 | 5 | 1 | |
| 2280c | Revenue Officer Parallel Classroom Training Unit 3 | 46 | F | 72 hrs class 16-18 wks OJT | 6 | 5 | 1 | |
| 2281 | Basic Tax Examiner Training | 46 | F | TBD | 6 | 5 | 1 | |
| 2286 | Basic SPF Tax Examiner Training | 46 | F | 32 hrs CBT | 6 | 5 | 1 | |
| 2290 | New Tax Law for Collection | 46 | F | 24 hrs classroom | 6 | 5 | 1 | |
| 2299x | Services and Supplies | 46 | F | N/A | | | | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source |
|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) |
| 2300 Series | | | | | | | |
| Programs in the 2300, 2400, and 2500 Series are more fully described in the ADP Training Catalog, Document 6262. This Document, which is revised annually, is available from any Service Center Training Branch or from National Office Human Resources Division, HR:H:T:A, FTS 566-4248. | | | | | | | |
| *Flexible can be used individually, instructor, classroom, self-instruction. | | | | | | | |
| 2300 | Local Training | 26 | F | Varies | Determined Locally | | |
| 2301 | Continuing Professional Education (CPE) for Service Centers | 26 | F | Varies | 4 | 5 | 1 |
| 2302 | Service Center Orientation | 26 | F | 1 hr (Video) | 8 | 8 | 6 |
| 2303 | Name Control Job Aid | 26 | F | Varies | 4 | 5 | 1 |
| 2304 | EEO for Managers (ATS) | 26 | F | Varies | 3 | 2 | 1 |
| 2308 | Coding and Editing EOMF Returns | 26 | F | 60-Flex Instr. 120 OJT | 6 | 5 | 1 |
| 2309 | Office Automation/Programmer Training - District Office | 26 | F | Varies | 2 | 5 | 1 |
| 2316 | Analyzing and Processing Potential Underreporter Cases | 26 | F | 40-56 Flex. Instr. 16-40 hrs OJT | 6 | 5 | 1 |
| 2318 | Optical Character Recognition (OCR) for Forms FTD/1040 EZ (Scan Optics) | 26 | F | 40 hrs OJT | 6 | 5 | 6 |
| 2319 | Correcting Error Registers - IRP | 26 | F | Varies | 4 | 5 | 1 |
| 2321 | Remittance Processing System (RPS)/Distributed Input System (DIS) | 26 | F | Flex Varies | 6 | 5 | 1 |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **2300 Series** - continued | | | | | | | | |
| 2324 | Foundation Course for BMF | 26 | F | Flex Varies | 6 | 5 | 1 | |
| 2325 | Foundation Course for IMF | 26 | F | Flex Varies | 6 | 5 | 1 | |
| 2327 | Resolving 940 Discrepancies | 26 | F | 16-35-Flex | 6 | 5 | 1 | |
| 2333 | Optical Character Recognition (OCR) for Forms 941 (REI) | 26 | F | Flex Varies | 6 | 5 | 6 | |
| 2334 | Optical Character Recognition (OCR) for Forms 1120A, 1040EZ, and IRP (REI) | 26 | F | Flex Varies | 6 | 5 | 6 | |
| 2336 | CAWR/WIRS Unpostable Processing | 26 | F | 1-8 hr self-instr | 6 | 5 | 6 | |
| 2337 | CAWR/WIRS Balancing of Discrepancies | 26 | F | Varies | 6 | 5 | 1 | |
| 2338 | CAWR/WIRS Non-Filer Program (Latham only) | 26 | F | 4 hrs class-room 16 hrs OJT | 6 | 5 | 1 | |
| 2340 | Major Runstream Processing | 26 | F | 16-24 hrs classroom | 4 | 5 | 1 | |
| 2341 | DIS/NAS Operator Training | 26 | F | 80 hrs classroom | 6 | 5 | 1 | |
| 2342a | Basic Service Center CSA-Operations Concepts and ECL/CTS | 26 | F | 40 hrs classroom | 6 | 5 | 1 | |
| 2342b | Basic Service Center CSA - Cobol Programming | 26 | F | 120 hrs classroom | 6 | 5 | 1 | |
| 2342c | Basic Service Center CSA - System/IRS Utilities | 26 | F | 80 hrs classroom | 6 | 5 | 1 | |
| 2342d | Basic Service Center CSA - Realtime, Research Tools and Problem Solving | 26 | F | 40 hrs classroom | 6 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i |
| 2300 Series - continued | | | | | | | | |
| 2342e | CSA - DML | 26 | F | TBD | 4 | 5 | 4 | |
| 2343 | Advanced Computer Systems Analyst | 26 | F | 40 hrs | 4 | 5 | 1 | |
| 2345 | Operations Support Branch Glossary | 26 | F | Job Aid | 4 | 5 | 1 | |
| 2346 | Customer Relations for Computer Services | 26 | F | 32 hrs | 4 | 5 | 1 | |
| 2347 | Orientation to Service Center Operations/Support Branches | 26 | F | 1/2 hr | 8 | 8 | 6 | |
| 2348 | Data Base Concepts for Operations/Support Managers | 26 | F | TBD | 4 | 5 | 1 | |
| 2349 | Unisys 1100 System Management | 26 | F | 24 hrs | 4 | 5 | 3 | |
| 2350 | Basic Unisys 1100 Series Computer Operator Training | 26 | F | 40 hrs classroom | 6 | 5 | 1 | |
| 2351 | DIS/NAS CSA Training | 26 | F | 120 hrs classroom | 6 | 5 | 1 | |
| 2352a | CRS MUS Training for Computer Operators | 26 | F | TBD | 4 | 5 | 1 | |
| 2352b | CRS TPF Training for Computer Operators | 26 | F | TBD | 4 | 5 | 1 | |
| 2353 | Advanced Unisys 1100 Series Computer Operator Training | 26 | F | TBD | 4 | 5 | 1 | |
| 2354 | SENTRY for Computer Services | 26 | F | TBD | 4 | 5 | 1 | |
| 2355 | System Interrelationships | 26 | F | 24-32 hrs classroom | 4 | 5 | 1 | |
| 2356 | Basic Scheduler Training | 26 | F | 32 hrs classroom | 6 | 5 | 1 | |
| 2357 | Basic ECL/CTS | 26 | F | 40 hrs classroom | 6 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **2300 Series** - continued | | | | | | | | |
| 2358 | Scheduling Aide Training | 26 | F | Varies | 6 | 5 | 6 | |
| 2359 | Tape Library Tasks and Procedures | 26 | F | Varies | 6 | 5 | 6 | |
| 2360 | Star 1100 Training | 26 | F | Varies | 6 | 5 | 6 | |
| 2364 | RACS Computer Operator Training | 26 | F | Varies | 6 | 5 | 6 | |
| 2365 | RACS for S.C. CSA | 26 | F | Varies | 6 | 5 | 6 | |
| 2366a | User Support Specialist Research Tools | 26 | F | Varies | 6 | 5. | 6 | |
| 2366b | User Support Specialist Tasks & Procedures | 26 | F | Varies | 6 | 5 | 6 | |
| 2367 | Laser Print System for Computer Operators | 26 | F | 40 hrs classroom 40 hrs OJT | 4 | 5 | 1 | |
| 2368 | Laser Print System for CSA | 26 | F | 24 hrs classroom | 4 | 5 | 3 | |
| 2370 | S.C. ACS Computer Operator Training | 26 | F | 24 hrs classroom | 4 | 5 | 1 | |
| 2375 | Dylakor (DYL 280) for ACS CSA | 26 | F | 40 hrs classroom | 4 | 5 | 1 | |
| 2376 | DOS/VSE JCL for ACS CSA | 26 | F | 40 hrs classroom | 4 | 5 | 1 | |
| 2377 | Basic ACS CSA Operations | 26 | F | 24 hrs classroom | 4 | 5 | 1 | |
| 2378 | ACS Applications Software for CSA | 26 | F | 40 hrs classroom | 4 | 5 | 1 | |
| 2379 | Cobol for ACS CSA | 26 | F | TBD | 4 | 5 | 1 | |
| 2380 | Problem Analysis and Error Recovery for ACS CSA | 26 | F | TBD | 4 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| 2300 Series - continued | | | | | | | | |
| 2381 | ACS Systems Software for CSA | 26 | F | TBD | 4 | 5 | 1 | |
| 2382 | ACS Performance Monitoring | 26 | F | TBD | 4 | 5 | 1 | |
| 2399x | Services and Supplies | 26 | F | N/A | | | | |
| **2400 Series** | | | | | | | | |
| 2400 | Local Training | 26 | F | Varies | Determined Locally | | | |
| 2402 | Course Design and Development for Service Centers | 26 | F | Varies Flex. Instr. | 6 | 5 | 1 | |
| 2405 | Formula Writing | 26 | F | Varies | 4 | 5 | 1 | |
| 2409 | DIS/RPS Management Guide to Combo IRM 3(24)00 | 26 | F | 16-20 hrs | 6 | 5 | 1 | |
| 2411 | DIS Basic Transcription | 26 | F | Varies-Flex Instr. | 2 | 5 | 1 | |
| 2412 | Entity Index File | 26 | F | 4 hrs Ind. Instr. | 6 | 5 | 6 | |
| 2414 | Record Insertion/Deletion | 26 | F | 8 hrs | 6 | 5 | 1 | |
| 2415 | Key Verification | 26 | F | 6 hrs | 6 | 5 | 1 | |
| 2416 | Keyboard Skills Program | 26 | F | Varies | 6 | 5 | 1 | |
| 2421 | Powers of Attorney and Centralized Authorization Files | 26 | F | Varies | 3 | 5 | 1 | |
| 2422 | Granting or Denying Extensions and Miscellaneous Taxpayer Relations Functions | 26 | F | Job Aid | 6 | 5 | 1 | |
| 2423 | Service Center Instructor Training | 26 | F | 40 hrs classroom | 6 | 5 | 1 | |
| 2424 | Service Center Reference Guide | 26 | F | Job Aid | 6 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **2400 Series** | | | | | | | | |
| 2425 | Effective Letter Writing | 26 | F | Varies | 6 | 5 | 1 | |
| 2427 | Transcript Comprehension | 26 | F | Varies | 6 | 5 | 1 | |
| 2428 | Resolving IMF/BMF Unpostables | 26 | F | Varies Flex. Instr. | 6 | 5 | 1 | |
| 2429 | Perfecting BMF Entities - Guide to IRM 3(13)20 | 26 | F | 12 hrs Ind. Instr. | 6 | 5 | 1 | |
| 2430 | Perfecting IMF Entities - Guide to Combo IRM 3(13)50 | 26 | F | 120-Flex Instr | 6 | 5 | 1 | |
| 2431 | Coding and Editing Forms 1040A, Forms 1040 Non-Business and Farm | 26 | F | Varies | 6 | 5 | 1 | |
| 2432 | Returns Analysis Guide to Processing Forms 1040X and 1120X through IDRS | 26 | F | 60 hrs Flex Instr | 6 | 5 | 1 | |
| 2434 | Introduction to Code and Edit (ATS) | 26 | F | Varies | 6 | 5 | 1 | |
| 2435 | Coding and Editing 1120 Returns and 7004's | 26 | F | 40 hrs Flex-Instr. | 6 | 5 | 1 | |
| 2436 | Preparing Form 3081, Employee Time Report | 26 | F | 2-Flex Instr | 4 | 6 | 1 | |
| 2437 | Adjusting the Individual Master File | 26 | F | Varies | 6 | 5 | 1 | |
| 2438 | Identifying PRP Cases (ATS) | 26 | F | Varies | 6 | 5 | 1 | |
| 2439 | Resolving Statute Cases | 26 | F | Varies | 6 | 5 | 1 | |
| 2440 | General DP Adjustments - IMF & BMF | 26 | F | Varies | 6 | 5 | 1 | |
| 2441 | Computing and Adjusting Normal and Restricted Interest | 26 | F | 40-56 Flex-Instr 40 OJT | 6 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source |
|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) |
| 2400 Series - continued | | | | | | | |
| 2442 | Computing and Adjusting Penalties (ATS) | 26 | F | 40-56-Flex 40-56-OJT | 6 | 5 | 1 |
| 2443 | Determining Reasonable Cause (ATS) | 26 | F | Varies | 6 | 5 | 1 |
| 2444 | Resolving Information Returns Penalties | 26 | F | 16 hrs classroom | 6 | 5 | 1 |
| 2445 | Servicewide Analyst Training for Returns Processing | 26 | F | 72 hrs classroom | 5 | 4 | 1 |
| 2447 | Deposit Activity Reference Guide | 26 | F | TBD | 6 | 5 | 1 |
| 2448 | Electronic Filing System Tax Examiners Training Co | 26 | F | TBD | 6 | 5 | 1 |
| 2453 | Reviewing Notices and Refunds | 26 | F | Varies | 6 | 5 | 1 |
| 2454 | Researching and Resolving Payment Tracer Cases | 26 | F | 19 hrs classroom | 6 | 5 | 1 |
| 2455 | Filing and Retrieving Tax Documents - IMF and BMF | 26 | F | 20 hrs Flex-Instr | 6 | 5 | 1 |
| 2457 | Processing Dishonored Checks - Guide to Using Combo IRM 3(17)(10)2 | 26 | F | 8-40 Self-Instr | 6 | 5 | 6 |
| 2458 | Processing Unidentified Remittances - Guide to IRM 3(17)(10)3 | 26 | F | 8-40-OJT | 6 | 5 | 1 |
| 2461 | Transferring Debits, Credits and Accounts | 26 | F | 80 Self-Instr | 6 | 5 | 1 |
| 2462 | Accounts Maintenance Training | 26 | F | 24-40 Flex Instr. | 6 | 5 | 1 |
| 2465 | Processing Automated NMF Accounts | 26 | F | Varies | 6 | 5 | 1 |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **2400 Series** - continued | | | | | | | | |
| 2472 | Revenue Accounting Theory and Principles | 26 | F | 60 hrs | 6 | 5 | 1 | |
| 2475 | Revenue Accounting Control System | 26 | F | Varies | 6 | 5 | 1 | |
| 2476 | RACS Accounting Branch Data Base Administrator (DBA) Training | 26 | F | 40 hrs | 6 | 5 | 1 | |
| 2488 | Correcting IMF and BMF Rejects | 26 | F | 20-Flex Instr. 20-OJT | 6 | 5 | 1 | |
| 2489 | Controlling and Balancing Service Center Data | 26 | F | 80-OJT | 6 | 5 | 1 | |
| 2492 | Introduction to BMF Adjustments (ATS) | 26 | F | Varies | 6 | 5 | 1 | |
| 2493 | Adjusting the Business Master File | 26 | F | Varies | 6 | 5 | 1 | |
| 2494 | Tentative Carrybacks and Carryback Adjustments | 26 | F | 32 hrs classroom 40-OJT | 6 | 5 | 1 | |
| 2499x | Services and Supplies | 26 | F | N/A | | | | |
| **2500 Series** | | | | | | | | |
| 2500 | Local Training | 26 | F | Varies | Determined Locally | | | |
| 2502 | BMF Reference Guide for Returns Analysis | 26 | F | Job Aid | 6 | 5 | 1 | |
| 2503 | Coding and Editing Forms 940 | 26 | F | 40-56 hrs classroom | 6 | 5 | 1 | |
| 2504 | Coding and Editing Forms 941, 941E, 942, 943, and CT-1 Employment Tax Returns | 26 | F | 20-40 hrs classroom | 6 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Code Prin. Purp. | Type | Sourc |
|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) |
| 2500 Series - continued | | | | | | | |
| 2505 | Coding and Editing Forms 1065 | 26 | F | 32-Flex Instr | 6 | 5 | 1 |
| 2506 | EPMF Code and Edit | 26 | F | Varies | 6 | 5 | 1 |
| 2507 | EPMF Error Resolution | 26 | F | Varies | 6 | 5 | 1 |
| 2508 | Quality Assurance Program | 26 | F | Varies | 6 | 5 | 1 |
| 2509 | Employee's Guide to Quality | 26 | F | Varies | 6 | 5 | 1 |
| 2510 | Manager's Guide to Quality | 26 | F | Varies | 6 | 5 | 1 |
| 2515 | Error Resolution System (ERS) for IMF | 26 | F | 40-Flex Instr | 6 | 5 | 1 |
| 2518 | Correcting Error Registers for Employment Tax Returns | 26 | F | 40-Flex Instr. | 6 | 6 | 1 |
| 2519 | Error Resolution System (ERS) for BMF Forms 941, 942, 943, 1065, CT-1, 7004, 2758, 11205; 720, 940, & 1041 | 26 | F | Flex Varies 40-120 hrs. | 6 | 5 | 1 |
| 2520 | Correcting Error Registers for Corporation Income Tax Returns | 26 | F | 40-Flex Instr; 8-24 hrs OJT | 6 | 5 | 6 |
| 2521 | Correcting Error Registers for U.S. Fiduciary Income Tax Returns, Form 1041 | 26 | F | 24-Flex Instr 8-24 hrs OJT | 6 | 5 | 6 |
| 2525 | Computer Literacy (ATS) | 26 | F | 4 hrs | 6 | 5 | 1 |
| 2526 | Correcting Error Registers for IMF/IRAF/BMF Revenue Receipts, Form 1040ES and Form 1040C | 26 | F | Job Aid | 6 | 5 | 1 |
| 2527 | Correcting Error Registers for IMF/IRAF and BMF Credit and Account Transfers | 26 | F | Job Aid | 6 | 5 | 1 |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **2500 Series** - continued | | | | | | | | |
| 2528 | Correcting Error Registers for IMF/IRAF and BMF Delinquent Accounts (Form 3177) | 26 | F | Job Aid | 6 | 5 | 1 | |
| 2530 | Coding and Editing Forms 1041 and 2758 | 26 | F | 40 hrs Flex 24 hrs OJT | 6 | 5 | 1 | |
| 2531 | Editing Revenue Receipts | 26 | F | Job Aid | 6 | 5 | 1 | |
| 2537 | Processing District Office Referrals | 26 | F | Job Aid | 6 | 5 | 1 | |
| 2539 | Refund Transactions | 26 | F | 40-Flex Instr 24-80 OJT | 6 | .5 | 1 | |
| 2540 | Resolving Misc. Service Center Notices, ES-P Transcripts, and Federal Tax Deposit (FTD) Notices | 26 | F | 40-80-Flex Instr OJT Varies | 6 | 5 | 1 | |
| 2541 | Resolving FTD Penalty Notices | 26 | F | 40 hrs classroom | 6 | 5 | 1 | |
| 2543 | Processing Form 941C and Miscellaneous SSA Programs | 26 | F | 40-Flex Inst 32-56 OJT | 6 | 5 | 1 | |
| 2545 | The Integrated Data Retrieval System (IDRS) | 26 | F | Varies | 6 | 5 | 1 | |
| 2557 | Service Center OJT Coach Workshop | 26 | F | 16-hrs classroom | 6 | 5 | 1 | |
| 2564 | Coding and Editing Excise Tax Returns | 26 | F | 16-24-Flex Instr | 6 | 5 | 1 | |
| 2567 | Correcting Error Registers for Excise, Estate and Gift Tax Returns | 26 | F | 40-Flex Inst OJT Varies | 6 | 5 | 1 | |
| 2568 | Coding and Editing Forms 706, 706-A, -B, 709 & 709A | 26 | F | 16-40-Flex Instr | 6 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| 2500 Series - continued | | | | | | | | |
| 2580 | Processing Photocopy Requests | 26 | F | 24-Flex Inst OJT 40-80 | 6 | 5 | 1 | |
| 2582 | Introduction to Service Center Operations | 26 | F | 6-8 Self-Instr | 8 | 8 | 6 | |
| 2599x | Services and Supplies | 26 | F | N/A | | | | |
| **Common Core Programs - 2600 Series** | | | | | | | | |
| 2602 | Certified Public Accountant (CPA) for Exam [others see: 9901a] | 36 | F | Varies | 4 | 3 | 4 | |
| 2603 | Bar Review for Exam [others see: 9901b] | 36 | F | Varies | 4 | 3 | 4 | |
| 2604a | Mandatory Enrollments Accounting Courses - Exam | 36 | F | Varies | 6 | 3 | 4 | |
| 2604b | Cross-Over Enrollments Accounting Courses | 36 | F | Varies | 5 | 3 | 4 | |
| 2604c | All Other Enrollments Accounting - TPS | 46 | F | Varies | 5 | 3 | 4 | |
| 2605 | Cooperative Work Study Program | 36 | F | Varies | 5 | 3 | 4 | |
| 2606 | IRS Scholarship for Accounting | 36 | F | Varies | 5 | 3 | 4 | |
| **Disclosure Programs - 2700 Series** | | | | | | | | |
| 2700 | Local Disclosure Training | 36 | F | Varies | Determined Locally | | | |
| 2720 | Disclosure Officer Training | 36 | F | 72 hrs classroom | 3 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | Prin. Purp. | Type | Source | S I |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Disclosure Programs - 2700 Series** - continued | | | | | | | | |
| 2722 | Safeguarding Federal Tax Information (By State Tax Agencies) | 36 | F | 1 hour | 6 | 8 | 1 | |
| 2725 | Reporting Non Tax Criminal Violations | 36 | F | 1 hour | 4 | 5 | 1 | |
| 2726 | Disclosure Coordinator Training | 36 | F | 12 hrs Self-Instr. | 4 | 5 | 6 | |
| 2799x | Services and Supplies | 36 | F | N/A | | | | |
| **Taxpayer Service Programs - 3000 Series** | | | | | | | | |
| 3000 | Taxpayer Service Local Training | 46 | F | Varies | Determined Locally | | | |
| 3001 | Understanding Taxes Program | 46 | F | 4-11 hrs | 3 | 6 | 1 | |
| 3003 | Individual Tax Education Workshop | 46 | F | Varies | 3 | 5 | 1 | |
| 3004 | Volunteer Income Tax Assistance | 46 | F | 24-40 hrs | 3 | 5 | 1 | |
| 3006 | Practitioners Institutes and Farm Clinics | 46 | F | 8-24 hrs | 3 | 5 | 1 | |
| 3007 | Small Business Workshop | 46 | F | 4-4-1/2 hrs | 3 | 5 | 1 | |
| 3008 | Tax Counseling for the Elderly | 46 | F | 26 hrs | 3 | 5 | 1 | |
| 3009 | Tax Education for Self-Employed Taxpayers | 46 | F | 8 hrs | 3 | 5 | 1 | |
| 3010 | Estate Gifts and 1041's | 46 | F | 32-40 Self-Instr. or classroom | 6 | 5 | 6 | |
| 3012 | Taxpayer Education Instructor Workshop | 46 | F | 12-32 hrs | 3 | 4 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Taxpayer Service Programs - 3000 Series - continued** | | | | | | | | |
| 3014 | INTAX Seminar | 46 | N.O. | 240 hrs | 6 | 1 | 1 | |
| 3014a | Executive INTAX Seminar | 46 | N.O. | 80 hrs | 6 | 1 | 1 | |
| 3015 | On-the-Job Instructor Workshop for Taxpayer Service | 46 | F | 32 hrs classroom | 3 | 5 | 1 | |
| 3015a | Instructor Workshop for Taxpayer Service | 46 | F | 16 hrs classroom | 6 | 5 | 1 | |
| 3016 | Basic Taxpayer Education Coordinator-OJT | 46 | F | 32 to 56 hrs OJT | 6 | 5 | 1 | |
| 3017 | CPE for Taxpayer Education Coordinator | 46 | F | Varies | 2 | 5 | 4 | |
| 3018 | Tele-Tax Training | 46 | F | 7 1/2 hrs | 6 | 6 | 4 | |
| 3020a | Basic Taxpayer Service Training Pre-Class | 46 | F | 16 hrs | 6 | 5 | 1 | |
| 3020b | Basic Taxpayer Service Training Phase 1 | 46 | F | 208 hrs classroom | 6 | 5 | 1 | |
| 3020c | Basic Taxpayer Service Training Phase 1 - OJT | 46 | F | Varies | 6 | 5 | 1 | |
| 3020w | TSR Phase I Non Tollfree | 46 | F | 40 hrs classroom | 6 | 5 | 1 | |
| 3022a | Basic Taxpayer Service Training Phase 2 | 46 | F | 72 hrs classroom | 6 | 5 | 1 | |
| 3022b | Basic Taxpayer Service Training Phase 2 - OJT | 46 | F | Varies | 6 | 5 | 1 | |
| 3023a | Basic Taxpayer Service Phase 3 | 46 | F | 96 hrs classroom | 6 | 5 | 1 | |
| 3023b | Basic Taxpayer Service Phase 3 - OJT | 46 | F | Varies | 6 | 5 | 1 | |
| 3028 | Accounts CPE for Taxpayer Service | 46 | F | 8-24 hrs classroom | 4 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Taxpayer Service Programs - 3000 Series** - continued | | | | | | | | |
| 3030 | CPE - Refresher Tax Law | 46 | F | 4-32 hrs classroom | 6 | 5 | 1 | |
| 3031 | Functional Practices for Taxpayer Service Managers | 46 | F | Varies | 6 | 3 | 1 | 2 |
| 3031a | On-the-Job Training for Taxpayer Service Managers | 46 | F | Varies | 3 | 2 | 1 | 2 |
| 3032a | Taxpayer Service Specialist Training, Phase 1, Classroom | 46 | F | 152 hrs classroom | 6 | 5 | 1 | |
| 3032b | Taxpayer Service Specialist Training, Pre-Classroom (Research, Part 1, S-I) | 46 | F | 8 hrs self-instruction | 6 | 5 | 6 | |
| 3032c | Taxpayer Service Specialist Training (Research, Prentice-Hall, Part 2, S-I) Pre-Classroom | 46 | F | 4 hrs self-instruction | 6 | 5 | 6 | |
| 3032e | Taxpayer Service Specialist Training (Commerce Clearing House, Part 2, S-I) Pre-Classroom | 46 | F | 4 hrs self-instruction | 6 | 5 | 6 | |
| 3032f | Taxpayer Service Specialist Training, Phase 1 - OJT | 46 | F | Varies OJT | 6 | 5 | 1 | |
| 3033 | Taxpayer Service Specialist Training, Phase 2 | 46 | F | 80 hrs classroom | 3 | 5 | 1 | |
| 3033a | Taxpayer Service Specialist Training, Phase 2 - OJT | 46 | | Varies OJT | 6 | 5 | 1 | |
| 3034b | ADP/IDRS for Taxpayer Service - Unit I | 46 | F | 20 hrs classroom | 3 | 5 | 1 | |
| 3034c | ADP/IDRS for Taxpayer Service - Unit II | 46 | F | 40 hrs classroom | 3 | 5 | 1 | |
| 3034d | ADP/IDRS for Taxpayer Service, Unit III | 46 | F | 40 hrs classroom | 3 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Taxpayer Service Programs - 3000 Series** - continued | | | | | | | | |
| 3035 | Windfall Profit Tax | 46 | F | 12 hrs Self-Instr | 6 | 5 | 6 | |
| 3036 | Disclosure Training for Taxpayer Service | 46 | F | 2 hrs pre-classroom, self-instr 3 hrs class-room | 6 | 5 | 1 or 6 | |
| 3037 | Taxpayer Service Quality Reviewer Program | 46 | F | 8-12 hrs self-instr. or classroom | 3 | 4 | 6 | |
| 3039 | Farms - Self-Instructional | 46 | F | 20-25 hrs self-instr. or classroom | 3 | 5 | 6 | |
| 3040 | Foreign Issues Training for Taxpayer Service | 46 | F | 72 hrs self-instr. or classroom | 6 | 5 | 6 | |
| 3041 | Taxpayer Service Analyst Training | 46 | F | Varies | 6 | 5 | 1 | |
| 3046 | Management Training for Collins ACD's (Automatic Call Distribution | 46 | F | 40 hrs classroom | 2 | 1 | 3 | |
| 3047 | Management Training for Western Union ACD's | 46 | F | 80 hrs classroom | 2 | 1 | 3 | |
| 3049 | Public Speaking | 46 | F | Varies | 3 | 4 | 1 | |
| 3050a | Basic Public Affairs - OJT | 46 | F | 32-56 hrs OJT | 6 | 4 | 1 | |
| 3050b | Basic Public Affairs | 46 | F | 32 hrs classroom | 6 | 4 | 1 | |
| 3052a | Media Diagnostic System for PAO's Phase I | 46 | F | 16 hrs classroom | 2 | 4 | 1, 3 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Taxpayer Service Programs - 3000 Series** - continued | | | | | | | | |
| 3052b | Media Diagnostic System for PAO's Phase II | 46 | F | 16 hrs classroom | 2 | 4 | 1, 3 | |
| 3059 | Continuing Professional Education (CPE) for Public Affairs Officers | 46 | F | Varies | 2 | 5 | 4 | |
| 3060 | Taxpayer Service Training - Aliens | 46 | F | 12-14 hrs self-instr. or classroom | 6 | 5 | 6 | |
| 3061 | Taxpayer Service Training - Excise Taxes | 46 | F | 16 hrs self-instr. or classroom | 6 | 5 | 6 | |
| 3062 | Taxpayer Service Training - Exempt Organization | 46 | F | 12-20 hrs self-instr. or classroom | 6 | 5 | 6 | |
| 3063 | Retirement Plans Individuals | 46 | F | 16-18 hrs self-instr. or classroom | 6 | 5 | 6 | |
| 3066 | Taxpayer Service Training - Community Property | 46 | F | 7-9 hrs self-instr. or classroom | 6 | 5 | 6 | |
| 3067 | Penalties & Interest - A Self-Instructional Skills Module | 46 | F | 14-20 hrs self-instr. or classroom | 6 | 5 | 6 | |
| 3071 | Pensions and Annuities | 46 | F | 24-32 hrs self-instr. or classroom | 6 | 5 | 6 | |
| 3073 | Community Out Reach Tax Assistance (COTA) | 46 | F | Varies | 3 | 5 | 1 | |
| 3074 | SVC-11 | 46 | F | 16 hours classroom | 6 | 5 | 1 | |
| 3076 | Communication Skills for Taxpayer Assistance Contacts | 46 | F | 6 hours classroom | 3 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Taxpayer Service Programs - 3000 Series** - continued | | | | | | | | |
| 3077 | Managers Workshop for Taxpayer Assistance Contacts | 46 | F | Varies | 6 | 5 | 1 | |
| 3078 | Stress Management for TPS Assistors | 46 | F | 8 hrs Self-Instr. | 4 | 4 | 6 | |
| 3090 | New Tax Law Training | 46 | F | Varies | 6 | 5 | 1 | |
| 3099 | Local Continuing Professional Education (CPE) Training for Taxpayer Service | 46 | F | Varies Up to 16 hrs | Determined Locally | | | |
| 3099x | Services and Supplies | 46 | F | N/A | | | | |
| **Examination Programs - 3100 Series** | | | | | | | | |
| 3100 | Local Examination Training | 36 | F | Varies | Determined Locally | | | |
| 3101 | Researching Part IV of the IRM | 36 | F | 4-8 hrs self-instr. | 3 | 5 | 6 | |
| 3103 | S.C. Examination Processing Unpostable Resolutions | 36 | F | Varies | 6 | 5 | 1 | |
| 3104 | Service Center Examination Processing Closing Procedures | 36 | F | Varies | 6 | 5 | 1 | |
| 3106 | AIMS Coordinator Training | 36 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 3107 | Interviewing Represented Taxpayers | 36 | F | 4 hrs classroom | 6 | 4 | 1 | |
| 3108 | Illegal Wagering Investigative Techniques - for Revenue Agents | 36 | F | 32 hrs classroom | 3 | 5 | 1 | |
| 3109 | Taxpayer Bill of Rights | 36 | F | 2 hrs classroom | 1 | 5 | 1 | |
| 3110 | Illegal Tax Protestor Training | 36 | F | 8 hrs classroom | 3 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Examination Programs - 3100 Series** - continued | | | | | | | | |
| 3111a | Auditing Course for Revenue Agents - Segments 1-4 | 36 | F | 40 hrs classroom | 4 | 5 | 1 | |
| 3111b | Auditing Course for Revenue Agents - Segments 5 and 6 | 36 | F | 40 hrs classroom | 4 | 5 | 1 | |
| 3112 | AIMS for Group Managers | 36 | F | 16 hrs classroom | 3 | 5 | 1 | |
| 3113 | Restricted Interest Examiner Training | 36 | F | 72 hrs classroom | 3 | 5 | 1 | |
| 3114 | Farm Return Examination Techniques | 36 | F | 32 hrs classroom | 6 | 5 | 1 | |
| 3116c | Form 5226-C Instruction for Examiners | 36 | F | 7 hrs classroom | 3 | 5 | 1 | |
| 3117 | Special Processing Examiner Training | 36 | F | 60 hrs Flex-Instr | 3 | 5 | 1 | |
| 3118 | Fiduciary Income Taxes for Examiners | 36 | F | 72 hrs classroom | 6 | 5 | 1 | |
| 3119 | Statute Awareness | 36 | F | 8-12 hrs Self-Instr. | 3 | 5 | 1 | |
| 3120 | Computing Normal Interest | 36 | F | 8-16 hrs Self-Instr. | 3 | 5 | 1 | |
| 3121 | Adjustment Processing Examiner Training | 36 | F | 20 hrs Flex-Instr | 3 | 5 | 1 | |
| 3124 | OJT Instructor Training Workshop for Revenue Agents | 36 | F | 32 hrs classroom | 3 | 5 | 1 | |
| 3127a | Revenue Agent, Unit V, Programmed Instruction for Class Life (ADR) System for Depreciation | 36 | F | 9 hrs self-instruction | 6 | 3 | 6 | |
| 3127b | LIFO Method of Inventory Valuation | 36 | F | 28-32 hrs self-instr. | 6 | 3 | 6 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Examination Programs - 3100 Series - continued** | | | | | | | | |
| 3128a | Engineer Program - Orientation and On-the-Job Training | 36 | F | OJT - Varies | 6 | 5 | 1 | |
| 3128b | Engineer Revenue Agent Training | 36 | F | 152 hrs classroom | 6 | 5 | 1 | |
| 3128c | Engineer Program - Workshop | 36 | F | 152 hrs classroom | 6 | 5 | 1 | |
| 3129a | Estate and Gift Tax Law for Attorneys, OJT | 36 | F | 40 hrs self-instr 160 hrs OJT | 5 | 3 | 1 | |
| 3129b | Estate and Gift Tax Law for Attorneys, Unit I | 36 | F | 152 hrs classroom | 5 | 3 | 1 | |
| 3129c | Estate and Gift Tax Law for Attorneys, Unit II | 36 | F | 72 hrs classroom | 5 | 3 | 1 | |
| 3130 | Excise Tax Law Course | 36 | F | 112 hrs | 3 | 5 | 1 | |
| 3131 | Income Tax Law for Estate Tax Attorneys | 36 | F | 152 hrs classroom | 6 | 5 | 1 | |
| 3133a | International Issues Specialist, Unit I | 36 | F | 192 hrs classroom | 6 | 3 | 1 | |
| 3133b | International Issues Specialist, Unit II | 36 | F | 112 hrs classroom | 6 | 3 | 1 | |
| 3133d | OJT for International Specialists | 36 | F | OJT Varies | 3 | 5 | 1 | |
| 3133s | International Issues for State Tax Personnel | 36 | F | 80 hrs classroom | 1 | 5 | 1 | |
| 3137 | Rights, Powers and Responsibilities of Examiners | 36 | F | 4 hrs classroom | 4 | 3 | 1 | |
| 3139 | Examination Reviewer Training | 36 | F | Varies Self-Instr. | 3 | 5 | 6 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Examination Programs - 3100 Series** - continued | | | | | | | | |
| 3140a | Training for Revenue Agents Pre-classroom | 36 | F | Varies | 6 | 3 | 6 | |
| 3140b | Training for Revenue Agents On-the-Job - Phase I/II | 36 | F | 200 hrs/ 400 hrs | 3 | 5 | 1 | |
| 3140c | Training for Revenue Agents Phase I (Classroom or CBT) | 36 | F | 252 hrs classroom/CBT | 6 | 3 | 1 | |
| 3140d | Training for Revenue Agents Phase II (Classroom or CBT) | 36 | F | 232 hrs classroom/CBT | 6 | 3 | 1 | |
| 3140e | Training for Revenue Agents Phase III | 36 | F | 128 hrs classroom | 6 | 3 | 1 | |
| 3140f | Training for Revenue Agents On-the-Job - Phase III | 36 | F | 40 hrs OJT | 3 | 5 | 1 | |
| 3140g | Training for Revenue Agents Phase IV | 36 | F | 152 hrs classroom | 6 | 3 | 1 | |
| 3140h | Training for Revenue Agents On-the-Job - Phase IV | 36 | F | 40 hrs OJT | 3 | 5 | 1 | |
| 31401 | Training for Revenue Agents Pre-classroom - Phase V | 36 | F | 40 hrs pre-classroom 4 hrs test | 6 | 3 | 6 | |
| 3140j | Training for Revenue Agents Classroom - Phase V | 36 | F | 152 hrs classroom | 6 | 3 | 1 | |
| 3140k | Training for Revenue Agents On-the-Job - Phase V | 36 | F | 40 hrs OJT | 3 | 5 | 1 | |
| 3140z | Training for Revenue Agents Phase I (Coops) | 36 | F | 192 hrs classroom | 6 | 3 | 1 | |
| 3142 | Employment Tax Training | 36 | F | 72 hrs classroom | 6 | 4 | 1 | |
| 3143 | Auditing for Incumbents | 36 | F | 28 hrs classroom | 4 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Examination Programs - 3100 Series** - continued | | | | | | | | |
| 3145a | Fraud Awareness and Examination Techniques Training for Revenue Agents | 36 | F | 24 hrs classroom | 4 | 5 | 1 | |
| 3145b | Fraud Awareness and Examination Techniques Training for Tax Auditors | 36 | F | 24 hrs classroom | 4 | 5 | 1 | |
| 3146 | Railroad Retirement Taxes | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3147 | Continuing Professional Education (CPE) - See New Series 3200-3219 | - | - | - | - | - | - | |
| 3148 | Special Enforcement Training for Revenue Agents | 36 | F | 72 hrs classroom | 6 | 5 | 1 | |
| 3150 | Exam Income Tax Technical Field Conferences | 36 | F | 24-32 hrs classroom | 6 | 5 | 1 | |
| 3151a | Managing Statistics - Technical Employees | 36 | F | 1 hr classroom | 4 | 5 | 1 | |
| 3151b | Managing Statistics - Technical Managers | 36 | F | 1 hr classroom | 4 | 1 | 1 | |
| 3157a | Basic Income Tax Law for Correspondence Examiners | 36 | F | 152 hrs classroom | 6 | 5 | 1 | |
| 3157b | Basic Income Tax Law for Correspondence Examiners | 36 | F | 10 weeks OJT | 6 | 5 | 1 | |
| 3158 | Centralized Files and Scheduling | 36 | F | 8 hrs classroom | 6 | 5 | 1 | |
| 3159 | Coordinated Agent/Auditor Training Program | 36 | F | 40 hrs classroom | 3 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Examination Programs - 3100 Series** - continued | | | | | | | | |
| 3160a | Training Program for Computer Audit Specialists, Phase I | 36 | F | 64 hrs classroom | 3 | 5 | 1 | |
| 3160b | Training Program for Computer Audit Specialists, Phase II | 36 | F | 184 hrs classroom | 3 | 5 | 1 | |
| 3160c | Training Program for Computer Audit Specialists, Phase III | 36 | F | 184 hrs classroom | 3 | 5 | 1 | |
| 3160d | Training Program for Computer Audit Specialists, Phase IV | 36 | F | 104 hrs classroom | 3 | 5 | 1 | |
| 3161 | Commodity Futures for Examiners | 36 | F | 72 hrs | 3 | 5 | 1 | |
| 3162 | Interviewing for Tax Auditors | 36 | F | 8-12 hrs | 6 | 5 | 1 | |
| 3163 | Financial Statement Analysis | 36 | F | 16 hrs classroom | 4 | 5 | 3 | |
| 3164 | CEP Large Case Manager Training | 36 | F | 56 hrs classroom | 3 | 5 | 1 | |
| 3166 | On-the-Job Instructor Training Workshop for Tax Auditors | 36 | F | 16 hrs classroom | 3 | 5 | 1 | |
| 3167a | Tax Auditor Training Program, Phase I, Pre-Classroom | 36 | F | 24 hrs Pre-classroom | 6 | 3 | 6 | |
| 3167b | Tax Auditor Training Program, Phase I, Classroom | 36 | F | 192 hrs classroom | 6 | 3 | 1 | |
| 3167c | Tax Auditor Training Program, Phase I, On-the-Job Training | 36 | F | 64 hrs OJT | 6 | 3 | 1 | |
| 3167d | Tax Auditor Training Program, Phase II, Classroom | 36 | F | 152 hrs classroom | 6 | 3 | 1 | |
| 3167e | Tax Auditor Training Program, Phase II, On-the-Job Training | 36 | F | 48 hrs OJT | 6 | 3 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Examination Programs - 3100 Series** - continued | | | | | | | | |
| 3167f | Tax Auditor Training Program, Phase III, Pre-Classroom | 36 | F | 45 hrs pre-classroom | 6 | 3 | 6 | |
| 3167g | Tax Auditor Training Program, Phase III, Classroom and Examination Problem | 36 | F | 107 hrs classroom | 6 | 3 | 1 | |
| 3167h | Tax Auditor Training Program, Phase III, On-the-Job | 36 | F | Varies | 6 | 3 | 1 | |
| 3168a | CEP Team Member Training - Pre-Classroom | 36 | F | 24 hrs pre-classroom | 6 | 3 | 6 | |
| 3168b | CEP Team Member Training - Classroom | 36 | F | 32 hrs classroom | 6 | 3 | 1 | |
| 3169 | Basic Statistical Sampling On-the-Job Training | 36 | F | 24 hrs OJT | 4 | 5 | 1 | |
| 3170 | International Issues for Tax Auditors | 36 | F | 32 hrs classroom | 3 | 5 | 1 | |
| 3171 | Criminal Tax Trial Summary Witness Training | 36 | F | 46 hrs classroom | 6 | 3 | 1 | |
| 3172 | Basic Statistical Sampling | 36 | F | 32 hrs classroom | 2 | 3 | 1 | |
| 3173 | Examination Accounting Aide Training | 36 | F | 80 hrs Self-Instr. | 6 | 5 | 6 | |
| 3174 | Advanced Statistical Sampling | 36 | F | 64 hrs classroom | 2 | 3 | 1 | |
| 3175 | Partnership Control System (PCS) | 36 | F | 32 hrs Self-Instr. | 6 | 5 | 6 | |
| 3177 | ESP On-The-Job Training | 36 | F | 14 hrs Self-Instr. | 3 | 5 | 1 | |
| 3179 | Examination Group Secretary Training | 36 | F | 21 hrs self-instruction | 6 | 5 | 6 | |

**Training Program Index**--continued

| Prog. No. (a) | Title (b) | Activity Code (c) | Training Fund (d) | Program Length (Hours) (e) | OPM Report Codes Prin. Purp. (f) | Type (g) | Source (h) | S I (i) |
|---|---|---|---|---|---|---|---|---|
| **Examination Programs - 3100 Series** - continued | | | | | | | | |
| 3180 | Windfall Profits Tax Training | 36 | F | 48 hrs classroom | 3 | 5 | 1 | |
| 3181 | Taxpayer Compliance Measurement Program (TCMP) | 36 | F | 16 hrs classroom | 6 | 5 | 1 | |
| 3182 | Windfall Profit Tax Case Control | 36 | F | 20 hrs Self-instr. | 3 | 5 | 6 | |
| 3183 | Chief, Planning and Special Programs | 36 | F | 72 hrs classroom | 6 | 5 | 1 | |
| 3184 | Examination Processing Inventory Control System | 36 | F | 2-4 hrs flex-instr | 3 | 5 | 1 | |
| 3185 | Oil and Gas - Unit I | 36 | F | 32 hrs classroom | 3 | 5 | 1 | |
| 3186 | Oil and Gas - Unit II | 36 | F | 63 hrs classroom | 3 | 5 | 1 | |
| 3189a | Examination Customer Service Training for Revenue Agents | 36 | F | 1-1/2 hrs classroom | 4 | 8 | 1 | |
| 3189a | Examination Customer Service Training for Tax Auditors | 36 | F | 1-1/2 hrs classroom | 4 | 8 | 1 | |
| 3189a | Examination Customer Service Training for Tax Examiners | 36 | F | 1-1/2 hrs classroom | 4 | 8 | 1 | |
| 3190 | Balance Sheet Audit | 36 | F | 8 hrs classroom | 3 | 4 | 1 | |
| 3191 | TCMP Generalized System | 36 | F | 16 hrs classroom | 6 | 5 | 1 | |
| 3192a | Non-Life Insurance - Phase I | 36 | F | 40 hrs Self-instr. | 3 | 5 | 6 | |
| 3192b | Non-Life Insurance - Phase II | 36 | F | 112 hrs classroom | 3 | 5 | 1 | |
| 3193a | Life Insurance Pre-classroom | 36 | F | 40 hrs Self-instr. | 3 | 5 | 6 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Examination Programs - 3100 Series** - continued | | | | | | | | |
| 3193b | Basic Life Insurance Training | 36 | F | 64 | 3 | 5 | 1 | |
| 3195a | Portable Computer Training for Revenue Agents | 36 | F | 48 hrs classroom | 2 | 5 | 1 | |
| 3195b | AES - District Support Training | 36 | F | 48 hrs classroom | 2 | 5 | 1 | |
| 3195c | AES - ENABLE Data Base Management Training | 36 | F | 20 hrs Self-Instr. | 2 | 5 | 1 | |
| 3195d | AES - ENABLE Data | 36 | F | 8 hrs Self-Instr. | 2 | 5 | 1 | |
| 3195e | AES - Estate and Gift Tax Workcenter | 36 | F | 72 hrs classroom | 2 | 5 | 1 | |
| 3195f | AES - Introduction to Zenith 171 and ENABLE software | 36 | F | 32 hrs classroom | 2 | 5 | 1 | |
| 3195g | AES - General/Appraisal Engineer Workcenter | 36 | F | 32 hrs classroom | 2 | 5 | 1 | |
| 3195h | AES - Petroleum Engineer Workcenter | 36 | F | 32 hrs classroom | 2 | 5 | 1 | |
| 3195i | AES-Mining Engineer Workcenter | 36 | F | 32 hrs | 2 | 5 | 1 | |
| 3197 | Revenue Agent Phase I (CBT) | 36 | F | Varies | 2 | 5 | 1 | |
| 3199x | Services and Supplies | 36 | F | N/A | | | | |
| **Examination Programs - 3200 Series** | | | | | | | | |
| 3200 | Local Examination Training | 36 | F | Varies | Determined Locally | | | |
| 3202 | CPE for Revenue Agents (GS-13) | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Examination Programs - 3200 Series** - continued | | | | | | | | |
| 3203 | CPE for Revenue Agents (GS-11/12) | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3205 | CPE for Tax Auditors | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3206 | CPE for CEP Team Members | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3207 | CPE for International Examiners | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3208 | CPE for Tax Examiners | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3209 | CPE for Correspondence Examiners | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3211 | CPE for Computer Audit Specialists | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3212 | CPE for Estate and Gift Tax Attorneys | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3213 | CPE for Excise Tax Specialists | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3214 | CPE for Employment Tax Specialists | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3215 | CPE for Engineers | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3216 | CPE for Disclosure Officers | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3217 | CPE for Insurance Specialists | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3218 | CPE for Economists | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 3219 | CPE for Examination Managers | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Tax Fraud Investigation - 4100 Series** | | | | | | | | |
| 4100 | Local Training (Criminal Investigation) | 46 | F | Varies | Determined Locally | | | |
| 4101 | Indirect Methods of Proving Income | 46 | F | 50 hrs classroom | 6 | 5 | 1 | |
| 4110 | Law Enforcement Spanish Training Program | 46 | F | 80 hrs classroom | 6 | 5 | 1 | |
| 4123 | Continuing Professional Education (CPE) for Special Agents | 46 | F | Varies | 4 | 5 | 1 | |
| 4123d | Planning and Conducting Investigations | 46 | F | 2 hrs classroom | 4 | 5 | 1 | |
| 4123e | Information Returns Program Title 31 | 46 | F | 3 hrs Self-Study | 4 | 5 | 6 | |
| 4123f | ADP Applications | 46 | F | 2 hrs classroom | 4 | 5 | 1 | |
| 4123g | Trial Preparation and Federal Court Procedures | 46 | F | 6 hrs classroom | 4 | 5 | 1 | |
| 4123h | Interviewing | 46 | F | 8 hrs classroom | 4 | 5 | 1 | |
| 4123i | Questioned Documents | 46 | F | 2 hrs Self-Instr. | 4 | 5 | 6 | |
| 4123j | Sources of Information | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 4123k | Money Laundering As It Relates to Tax Havens | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 41231 | Treasury Enforcement Communications System (TECS) | 46 | F | 2 hrs classroom | 4 | 5 | 1 | |
| 4123m | Summons | 46 | F | 1 hr classroom | 4 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Tax Fraud Investigation - 4100 Series - continued** | | | | | | | | |
| 4123o | Privileged Communications | 46 | F | 3 hrs classroom | 4 | 5 | 1 | |
| 4123q | Link Analysis | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 4123r | Dictation for Special Agents | 46 | F | 5 hrs classroom | 4 | 5 | 1 | |
| 4123s | Electronic Surveillance | 46 | F | 1 hr classroom | 4 | 5 | 1 | |
| 4123t | Investigating Questionable Refund Program Cases | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 4123u | Tax Havens | 46 | F | 5 hrs classroom | 4 | 5 | 1 | |
| 4123v | Conspiracy Investigations | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 4123w | Illegal Tax Protesters | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 4123x | Forensic Lab Orientation | 46 | F | 1 hr classroom | 4 | 5 | 1 | |
| 4123y | Federal Employee Retirement System for Law Enforcement | 46 | F | Varies | 4 | 5 | 1 | |
| 4124 | Financial Investigative Techniques Course | 46 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 4125 | Criminal Investigator Training | 46 | F | 276 hrs classroom | 1 | 2 | 1 | 2 |
| 4129c | Informants | 46 | F | 12 hrs classroom | 4 | 5 | 1 | |
| 4131 | Firearms Training and Requalification | 46 | F | 8 hrs classroom 8 hours range | 4 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source |
|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) |
| **Tax Fraud Investigation - 4100 Series - continued** | | | | | | | |
| 4131a | Survival Shooting Techniques | 46 | F | 2-1/2 hrs classroom | 4 | 5 | 1 |
| 4135b | On-the-Job Instructor Training Workshop for Special Agents | 46 | F | 8 hrs classroom | 3 | 5 | 1 |
| 4136 | Tax for Criminal Investigators (TAX-C1) | 46 | F | 212 hrs classroom | 6 | 5 | 1 |
| 4136a | Introductory Special Agent Training | 46 | F | Varies | 6 | 5 | 1 |
| 4136b | Special Agent Investigative Techniques (SAIT) | 46 | F | 248 hrs classroom | 6 | 5 | 1 |
| 4136c | Special Agent On-the-Job Training | 46 | F | Varies | 6 | 5 | 1 |
| 4139 | Advanced Law Enforcement Photography School | 46 | F | 60 hrs classroom | 4 | 5 | 1 |
| 4140 | Firearms Instructor Training Course | 46 | F | 76 hrs classroom | 4 | 5 | 1 |
| 4142 | Information Gathering | 46 | F | 4 hrs classroom | 4 | 5 | 1 |
| 4144 | Treasury Enforcement Communications Systems (TECS) | 46 | F | 36 hrs classroom | 6 | 6 | 1 |
| 4145 | Investigative Equipment Orientation Seminar (IEOS) | 46 | F | Varies | 6 | 6 | 1 |
| 4148 | Tax Fraud Investigative Aide | 46 | F | 104 hrs classroom | 6 | 5 | 1 |
| 4150 | Pen Registers | 46 | F | 32 hrs classroom | 6 | 5 | 1 |
| 4151 | Special Investigations | 46 | F | 80 hrs classroom | 6 | 5 | 1 |
| 4154b | Computer Awareness/Uses of Computer in C1 | 46 | F | 2 hrs classroom | 5 | 4 | 1 |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Tax Fraud Investigation - 4100 Series - continued** | | | | | | | | |
| 4154c | Tax Shelters | 46 | F | 6 hrs classroom | 2 | 3 | 1 | |
| 4154e | Integrity Awareness | 46 | F | 2 hrs classroom | 4 | 4 | 1 | |
| 4154g | Title 31 Investigation | 46 | F | 4 hrs classroom | 4 | 3 | 1 | |
| 4160 | Continuing Education for Criminal Investigation | 46 | F | 32 hrs classroom 8 hrs POD | 4 | 5 | 1 | |
| 4160a | Evidence | 46 | F | 12-1/2 hrs | 4 | 5 | 1 | |
| 4160b | Armed Escorts | 46 | F | 3-1/2 hrs | 4 | 5 | 1 | |
| 4160c | Jeopardy, Termination, Seizure, Civil Forfeiture | 46 | F | TBD | 4 | 5 | 1 | |
| 4160d | Kinesic Interviewing Techniques | 46 | F | 3 hrs classroom | 4 | 5 | 1 | |
| 4160e | Search Warrants | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 4160f | Undercover Operations | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 4160g | Cash Reporting | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 4160h | Grand Jury Investigations | 46 | F | 4 hrs classroom | 4 | 5 | 1 | |
| 4160i | Trial Preparations and Testifying | 46 | F | 3-1/2 hrs classroom | 4 | 5 | 1 | |
| 4160j | Using Trial Illustrators | 46 | F | 1/2 hr classroom | 4 | 5 | 1 | |
| 4160k | Life Threatening Situations | 46 | F | 1/2 hr classroom | 4 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source |
|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) |
| **Tax Fraud Investigation - 4100 Series** - continued | | | | | | | |
| 4199 | AC (International) Programs | 46 | F | Varies | 3 | 5 | 1 |
| 4199x | Services and Supplies | 46 | F | N/A | | | |
| **Employee Plans/Exempt Organizations (EP/EO) - 4200 Series** | | | | | | | |
| 4200 | Local Employee Plan/Exempt Organization Programs | 36 | F | Varies | Determined Locall | | |
| 4201 | EP/EO AIMS | 36 | F | Varies | 4 | 4 | 1 |
| 4203a | EP/EO Basic Income Tax Law | 36 | F | TBD | 6 | 3 | 1 |
| 4203b | EP/EO Basic Income Tax Law - OJT | 36 | F | Varies | 6 | 3 | 1 |
| 4204a | EP/EO Advanced Income Tax Law | 36 | F | TBD | 6 | 3 | 1 |
| 4204b | EP/EO Advanced Income Tax Law - OJT | 36 | F | Varies | 6 | 3 | 1 |
| 4210a | Employee Plans Phase I - Determinations (classroom) | 36 | F | 152 hrs classroom | 6 | 3 | 1 |
| 4210b | Employee Plans Phase I - On-The-Job Training | 36 | F | 10 weeks | 6 | 3 | 1 |
| 4211a | Employee Plans Phase II - Examinations (classroom) | 36 | F | 152 hrs classroom | 6 | 3 | 1 |
| 4211b | Employee Plans Phase II - On-The-Job Training | 36 | F | 12 weeks | 6 | 3 | 1 |
| 4213 | Employee Plans Continuing Professional Education (CPE) | 36 | F | 40 hrs: 8 hrs pre-reading 32 hrs classroom | 4 | 5 | 1 |
| 4220 | Employee Plans Phase III | 36 | F | 152 hrs classroom | 6 | 3 | 1 |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Employee Plans/Exempt Organizations (EP/EO) - 4200 Series** - continued | | | | | | | | |
| 4222 | Exempt Organizations On-the-Job Training | 36 | F | 8 hrs minimum OJT | 6 | 3 | 1 | |
| 4224a | Employee Plans Actuarial Phase I | 36 | F | 32 hrs classroom | 6 | 3 | 1 | |
| 4224b | Employee Plans Actuarial - OJT | 36 | F | 3 weeks | 6 | 3 | 1 | |
| 4225a | Employee Plans Actuarial - Phase II | 36 | F | 72 hrs classroom | 6 | 3 | 1 | |
| 4225b | Employee Plans Actuarial - OJT | 36 | F | 3 weeks | 6 | 3 | 1 | |
| 4235 | Employee Plans Law for Managers | 36 | F | 72 hrs classroom | 6 | 3 | 1 | |
| 4250 | Employee Plans Valuation Issues | 36 | F | 28 hrs classroom | 6 | 3 | 1 | |
| 4251 | Exempt Organizations Tax Law | 36 | F | 152 hrs classroom | 6 | 3 | 1 | |
| 4252 | Exempt Organizations Examinations | 36 | F | 112 hrs classroom | 6 | 5 | 1 | |
| 4253 | Exempt Organizations Farmer's Cooperatives Tax Law | 36 | F | 34 hrs classroom | 3 | 5 | 1 | |
| 4254 | EP/EO Income Tax Law | 36 | F | 72 hrs classroom | 6 | 5 | 1 | |
| 4257 | Exempt Organizations Tax Law for Managers | 36 | F | 72 hrs classroom | 6 | 5 | 1 | |
| 4260a | Exempt Organizations Employment Tax Training | 36 | F | 32 hrs classroom | 6 | 5 | 1 | |
| 4260b | Exempt Organizations Employment Tax Training | 36 | F | 72 hrs classroom | 6 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source |
|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) |
| 4272 | Exempt Organizations Taxpayer Compliance Measurement Program (TCMP) | 36 | F | Varies | 6 | 5 | 1 |
| 4277 | Exempt Organizations Continuing Professional Education | 36 | F | 8 hrs pre-reading 32 hrs classroom | 1 | 5 | 1 |
| 4299x | Services and Supplies | 36 | F | N/A | | | |

**Chief Counsel/Appeals - 6100 Series**

(Programs currently listed in the 6100 Series and those that are planned and/or being presently developed in the 6100 Series for Appeals will be funded out of Financial Plan 0790)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 6100 | Appeals Local Training | 36 | F | Varies | Determined Locally | | |
| 6102 | OJT Development Guide for Appeals Officers | 36 | F | Varies | 6 | 3 | 1 |
| 6103 | Appeals Aide Training | 36 | F | 40 hrs classroom (varies if taught OJT) | 6 | 5 | 1 |
| 6104 | TEFRA Partnerships Training for Appeals Officers | 36 | F | 16 hrs classroom | 1 | 5 | 1 |
| 6106 | 100% Penalty Training For Appeals Officers | 36 | F | 12 hrs classroom | 6 | 5 | 1 |
| 6125 | International Issues for Appeals Officers - Unit I | 36 | F | 64 hrs classroom | 6 | 3 | 1 |
| 6126 | Appeals Officer Valuation Training | 36 | F | 32 hrs classroom | 6 | 3 | 1 |
| 6129 | Appeals Auditor Training | 36 | F | 24 hrs Self-Instr | 4 | 5 | 1 |
| 6132 | International Issues for Appeals Officers - Unit II | 36 | F | 72 hrs classroom | 4 | 5 | 1 |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Appeals - 6100 Series** - continued | | | | | | | | |
| 6135 | On-the-Job Training for Appeals Entry Level Managers | 36 | F | Varies - OJT | 3 | 2 | 1 | |
| 6136 | Appeals Records Clerk Training | 36 | F | 24 hrs classroom | 4 | 5 | 1 | |
| 6137 | Appeals Officer Training Program | 36 | F | 72 hrs classroom | 4 | 3 | 1 | |
| 6138 | Estate and Gift Tax Law for Appeals Officers | 36 | F | TBD | 4 | 3 | 1 | |
| 6140 | Continuing Professional Education (CPE) for Appeals Personnel | 36 | F | Varies | 4 | 3 | 1 | |
| 6142 | CPE for Appeals (Out-Service) | 36 | F | Varies | Determined Locally | | | |
| 6143 | National Office Orientation for Appeals Personnel | 36 | F | TBD | 8 | 8 | 1 | |
| 6144 | National Office Orientation for Appeals Managers | 36 | F | TBD | 8 | 8 | 1 | |
| 6145 | Large Case Team Member Training | 36 | F | TBD | 3 | 5 | 1 | |
| 6146 | TEFRA for Support Services | 36 | F | TBD | 3 | 5 | 1 | |
| 6147 | TEFRA for Appeals Auditors | 36 | F | TBD | 3 | 5 | 1 | |
| 6148 | TEFRA for Appeals Officers | 36 | F | TBD | 3 | 5 | 1 | |
| 6149 | TEFRA for Regional Coordinators Training | 36 | F | TBD | 3 | 5 | 1 | |
| 6150 | Life Insurance for Appeals Officers | 36 | F | TBD | 3 | 5 | 1 | |
| 6151 | Advanced Team Chief Training | 36 | F | TBD | 4 | 5 | 1 | |
| 6152 | Advanced Industry Specialization Program (ISP) Training | 36 | F | TBD | 2 | 6 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Appeals - 6100 Series - continued** | | | | | | | | |
| 6153 | Settlement Philosophy for Managers | 36 | F | TBD | 4 | 2 | 1 | |
| 6154 | Appeals Awareness for Other Functions | 36 | F | TBD | | | 1 | |
| 6155 | Preparation of Supporting Statements | 36 | F | TBD | 4 | 5 | 1 | |
| 6156 | Computer Based Training for Appeals Aides | 36 | F | TBD | 2 | 5 | 1 | |
| 6157 | Advanced Appeals Chief Training | 36 | F | TBD | 3 | 2 | 1 | |
| 6158 | Appeals Auditor Workcenter Training | 36 | F | TBD | 4 | 5 | 1 | |
| 6159 | Appeals Officer Workcenter Training | 36 | F | TBD | 4 | 3 | 1 | |
| 6160 | Business Plan Review Training | 36 | F | TBD | 1 | 4 | 1 | |
| 6161 | Continuing Management Education (CME) | 36 | F | Varies | 4 | 4 | 1 | |
| 6162 | Quality Training | 36 | F | TBD | 4 | 4 | 1 | |
| 6163 | Advanced Employee Plans Training | 36 | F | TBD | 6 | 3 | 1 | |
| 6164 | National Office Personnel Training | 36 | F | TBD | 3 | 4 | 1 | |
| 6199x | Services and Supplies | 36 | F | N/A | | | | |
| **Problem Resolution Training - 6200 Series** | | | | | | | | |
| 6200 | Problem Resolution Officer Local Training | 66 | F | Varies | Determined Locally | | | |
| 6210 | Problem Resolution Officer | 66 | F | 64 hrs classroom | 3 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Problem Resolution Training - 6200 Series** - continued | | | | | | | | |
| 6210a | Problem Resolution Officer Pre-Class Training | 66 | F | 24 hrs Self-Instr | 3 | 5 | 6 | |
| 6212 | Problem Resolution Officer Cross-Functional Training | 66 | F | 72 hrs OJT | 4 | 5 | 1 | |
| 6213 | Problem Resolution Officer Management Information System Training (PROMIS) | 66 | F | 16 hrs Self-Instr | 2 | 4 | 6 | |
| 6214 | Systemic Problem and Advocacy Research Catalog Training (SPARC) | 66 | F | 8 hrs Self-Instr | 2 | 5 | 6 | |
| 6215 | Continuing Professional Education for Problem Resolution Officers | 66 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 6216 | Problem Resolution Coordinators (PRCs) Training | 66 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 6217 | Problem Resolution Caseworkers Training | 66 | F | Varies | 4 | 5 | 1 | |
| 6218 | Problem Resolution Officer Advocacy Training | 66 | F | 32 hrs classroom | 4 | 3 | 1 | |
| 6299x | Services and Supplies | 66 | F | N/A | | | | |
| **AC (International) - 6300 Series** | | | | | | | | |
| 6300 | Local Training | 36 | F | Varies | Determined Locally | | | |
| 6301 | Foreign Corporations Course | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 6302 | Foreign Individual Issues For Examination | 36 | F | 112 hrs classroom | 3 | 5 | 1 | |
| 6303 | Foreign Individual Issues For Taxpayer Service | 36 | F | 192 hrs classroom | 5 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **AC (International) - 6300 Series** - continued | | | | | | | | |
| 6304 | Insular Possessions and Trust Territories Training | 36 | F | Varies | 6 | 5 | 1 | |
| 6305 | Revenue Service Representative | 36 | F | Varies | 3 | 5 | 1 | |
| 6306 | Foreign Language Training | 36 | F | Varies | Determined Locally | | | |
| 6399x | Services and Supplies | 36 | F | N/A | | | | |
| **Out-Service - Other Government - 7300 Series** | | | | | | | | |
| 7300 | (Reserved) | | | | | | | |
| 7300a | Other Government (N.O.) | 56 | N.O. | Varies | Determined Locally | | | |
| 7300b | Other Government (Field) | 66 | F | Varies | Determined Locally | | | |
| 7300c | ADP/Office Automation | 66 | F | Varies | Determined Locally | | | |
| 7302 | Office of Personnel Management Executive Seminar Program (Mid Level) | 56 | N.O. | 80 or 120 hrs | 4 | 1 | 2 | |
| 7304 | Federal Executive Institute Alumni Programs (One-week) - SES | 56 | N.O. | 40 hrs | 4 | 1 | 2 | 1 |
| 7306 | Treasury Executive Institute - SES | 56 | N.O. | 8 hrs | 4 | 1 | 1 | 1 |
| 7307 | Executive Development Seminar (Senior Executive Service (SES) Candidate) | 56 | N.O. | 80 hrs | 6 | 1 | 2 | 1 |
| 7310 | FEI Executive Excellence - SES | 56 | N.O. | 160 hrs | 4 | 1 | 2 | 1 |
| 7311a | Other Government Correspondence Course (N.O.) | 56 | N.O. | Varies | Determined Locally | | | |
| 7311b | Other Government Correspondence Course (Field) | 66 | F | Varies | Determined Locally | | | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Out-Service - Other Government - 7300 Series - continued** | | | | | | | | |
| 7314 | Senior Executive Service (SES) Sabbatical Program | 56 | N.O. | Varies | 4 | 1 | 2 | 1 |
| 7317 | Senior Communicator's Seminar Phase I | 56 | N.O. | 4 hrs classroom | 4 | 1 | 4 | |
| 7318 | Senior Communicator's Seminar Phase II | 56 | N.O. | 4 hrs classroom | 4 | 1 | 4 | |
| **Out-Service - Non-Government - 7400 Series** | | | | | | | | |
| 7400 | (Reserved) | | | | | | | |
| 7400a | Non-Government (N.O.) | 56 | N.O. | Varies | Determined Locally | | | |
| 7400b | Non-Government (Field) | 66 | F | Varies | Determined Locally | | | |
| 7400c | ADP/Office Automation | 66 | F | Varies | Determined Locally | | | |
| 7402 | Education Program in Systems Analysis (Mass. Inst. of Tech.) | 56 | N.O. | 1,440 hrs (academic yr) | 4 | 1 | 4 | |
| 7403 | Maxwell Mid-Career Development Program (Syracuse) | 56 | N.O. | 720 hrs | 4 | 1 | 4 | |
| 7405 | Harvard Program for Senior Managers in Government (3 weeks) | 56 | N.O. | 120 hrs | 4 | 1 | 4 | 1 |
| 7406a | Brookings Institution - Public Policy Issues (2 weeks) | 56 | N.O. | 40-80 hrs conference | 4 | 1 | 4 | 1 |
| 7406b | Brookings Institution - Business Operations (1 week) | 56 | N.O. | 40 hrs | 4 | 1 | 4 | 1 |
| 7407 | Harvard Advanced Management Program (13 weeks) | 56 | N.O. | 520 hrs | 4 | 1 | 4 | 1 |
| 7407a | Harvard Advanced Management Update Seminar (1 week) | 56 | N.O. | 40 hrs | 4 | 1 | 4 | 1 |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| Out-Service - **Non-Government - 7400 Series** - continued | | | | | | | | |
| 7408 | Managing the Information Services Resources | 56 | N.O. | Varies | 4 | 1 | 4 | |
| 7409 | Simmons College Middle Management Program (10 weeks) | 56 | N.O. | 400 hrs | 4 | 1 | 4 | |
| 7409a | Simmons College Seminar for Development of Leadership Skills (1 week) | 56 | N.O. | 40 hrs | 4 | 1 | 4 | |
| 7411a | Non-Government Correspondence Course (N.O.) | 56 | N.O. | Varies | Determined Locally | | | |
| 7411b | Non-Government Correspondence (Field) | 66 | F | Varies | Determined Locally | | | |
| 7414 | NIPA Training for Senior Executive Service (SES) Members | 56 | N.O. | 90 hrs | 4 | 1 | 4 | |
| 7418 | Harvard Program for Senior Executive Fellows (13 weeks) | 56 | N.O. | 530 hrs | 4 | 1 | 4 | 1 |
| 7420 | Local Executive Out-Service IDP Training | 56 | N.O. | Varies | 4 | 1 | 4 | 1 |
| 7421 | Dartmouth Institute (4 weeks) | 56 | N.O. | 120 hrs | 4 | 1 | 4 | 1 |
| 7422 | Carnegie-Mellon University Senior Executive Seminar | 56 | N.O. | 120 hrs | 4 | 1 | 4 | 1 |
| 7423 | Aspen Executive Institute (2 weeks) | 56 | N.O. | 80 hrs | 4 | 1 | 4 | 1 |
| 7424 | AMA Executive Courses - (Mid Level) | 56 | N.O. | 240 hrs | 4 | 1 | 4 | 1 |
| 7425 | Cornell University's Effective Executive Workshop | 56 | N.O. | 80 hrs | 4 | 1 | 4 | 1 |
| 7428 | Masters of Sciences in Management for Information Executives (University of Southern California) | 56 | N.O. | 9 months | 4 | 1 | 4 | 1 |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **National Office Human Resources Branch (NOHRB) 7500/7600/8100/9100 Series** | | | | | | | | |
| (Programs listed under these series are not funded out of the Servicewide Centralized Plan 0250. A separate Financial Plan (National Office Centralized Training - 0255) and Office Code (097) has been established for them). | | | | | | | | |
| 7500 | Equal Employment Opportunity | 56 | (NOHRB) | Varies | Determined Locally | | | |
| 7501 | Continuing Management Education (CME) | 56 | (NOHRB) | Varies | 4 | 2 | 1 | |
| 7504 | Continuing Professional Education (CPE) for Human Resources | 56 | (NOHRB) | Varies | 4 | 5 | 1 | |
| 7507 | Instructor Workshop for Management Practices Course | 56 | (NOHRB) | 40 hrs classroom | 3 | 2 | 1 | |
| 7507a | Management Practices Course | 56 | (NOHRB) | Varies | 3 | 2 | 1 | |
| 7507b | Orientation for First Level Managers | 56 | (NOHRB) | Varies | 3 | 2 | 1 | |
| 7508 | Labor Relations Training for National Office Managers | 56 | (NOHRB) | 24 hrs classroom | 4 | 2 | 1 | |
| 7509 | Equal Employment Opportunity Complaints Training for Managers: | | | | | | | |
| 7509a | Complaints Prevention | 56 | (NOHRB) | 3 hrs classroom | 4 | 2 | 1 | |
| 7509b | Complaints Process | 56 | (NOHRB) | 3 hrs classroom | 4 | 2 | 1 | |
| 7510 | Equal Employment Opportunity Advisory Committee Training | 56 | (NOHRB) | 16 hrs classroom | 3 | 4 | 1 | |
| 7512 | Federal Equal Opportunity Recruitment Program Coordinators Workshop (FEORP) | 56 | (NOHRB) | 6 hrs classroom | 3 | 4 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i |
| **National Office Human Resources Branch (NOHRB)** 7500/7600/8100/9100 Series - continued | | | | | | | | |
| 7522 | Orientation for National Office Resources Management Interns | 56 | (NOHRB) | 80 hrs classroom | 8 | 4 | 1 | |
| 7523 | Productivity Awareness in the National Office | 56 | (NOHRB) | Varies | 4 | 2 | 6 | |
| 7529 | Keyboarding Techniques for Professionals | 56 | (NOHRB) | Varies | 6 | 5 | 6 | |
| 7530 | CPE Seminars for Secretaries | 56 | (NOHRB) | Varies | 4 | 6 | 6 | |
| 7531 | Basic Office Practices | 56 | (NOHRB) | 7 hrs classroom | 4 | 6 | 1 | |
| 7532 | Shorthand Skills | 56 | (NOHRB) | Varies | 5 | 6 | 6 | |
| 7533 | Typing Skills | 56 | (NOHRB) | Varies | 5 | 6 | 6 | |
| 7534 | Machine Transcription | 56 | (NOHRB) | Varies | 4 | 6 | 6 | |
| 7535 | Language Skills | 56 | (NOHRB) | Varies | 4 | 6 | 1 | |
| 7536 | Word Processing Concepts | 56 | (NOHRB) | Varies | 4 | 6 | 6 | |
| 7537 | Calculator Operations | 56 | (NOHRB) | Varies | 4 | 6 | 6 | |
| 7538 | Punctuation Review | 56 | (NOHRB) | Varies | 4 | 6 | 6 | |
| 7539 | Fundamentals of Reading | 56 | (NOHRB) | 30 hrs classroom | 4 | 6 | 1 | |
| 7542 | Travel Voucher Training | 56 | (NOHRB) | Varies | 4 | 5 | 1 | |
| 7543 | Summer Programs | 56 | (NOHRB) | 8 weeks | 9 | 9 | 1 | |
| 7550 | N.O. Analyst Training Program | 56 | (NOHRB) | Varies | 4 | 4 | 1 | |
| 7551 | CPE for N.O. Analyst | 56 | (NOHRB) | Varies | 4 | 4 | 1 | |
| 7552 | N.O. Exam Analyst Training | 36 | (NOHRB) | Varies | 3 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **National Office Human Resources Branch (NOHRB) 7500/7600/8100/9100 Series** - continued | | | | | | | | |
| 7560 | Office Automation - NOHRB | 56 | (NOHRB) | Varies | 2 | 5 | 1 | |
| 7575 | Career Development Center | 56 | (NOHRB) | Varies | Determined Locally | | | |
| 7576 | Excel (Professional Development for Secretaries) | 56 | (NOHRB) | Varies | 4 | 4 | 6 | |
| **National Office Correspondence Courses** | | | | | | | | |
| 7580 | English 2200 | 56 | (NOHRB) | Varies | 4 | 6 | 6 | |
| 7581 | English 2600 | 56 | (NOHRB) | Varies | 4 | 6 | 6 | |
| 7582 | English 3200 | 56 | (NOHRB) | Varies | 4 | 6 | 6 | |
| 7583 | Basic Spelling Skills | 56 | (NOHRB) | Varies | 4 | 6 | 6 | |
| 7584 | Agreement of Subject and Verb | 56 | (NOHRB) | Varies | 4 | 6 | 6 | |
| 7585 | Commas | 56 | (NOHRB) | Varies | 4 | 6 | 6 | |
| 7586 | Capitalization | 56 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7587 | Army Finance School Courses | 56 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7599x | Services and Supplies | 56 | (NOHRB) | N/A | | | | |
| **7600 Series - Computer Services/Returns Information Processing** | | | | | | | | |
| 7600 | Computer Services Other Training | 26 | (NOHRB) | Varies | Determined Locally | | | |
| 7601 | Returns & Information Processing/Other Training | 26 | (NOHRB) | Varies | Determined Locally | | | |
| 7603 | Systems Programmer Training (Computer-Assisted Instruction) | 26 | (NOHRB) | Varies | 6 | 5 | 1 | |
| 7604a | Basic Computer Programmer Analyst Training - ALC | 26 | (NOHRB) | 320 hrs classroom | 6 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source |
|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) |
| **National Office Human Resources Branch (NOHRB)** 7500/7600/8100/9100 **Series** - continued | | | | | | | |
| 7604b | Basic Computer Programmer Analyst Training - C | 26 | (NOHRB) | 320 hrs classroom | 6 | 5 | 1 |
| 7604c | Basic Computer Programmer Analyst | 26 | (NOHRB) | 320 hrs classroom | 6 | 5 | 1 |
| 7606 | Basic Program Analyst Training | 26 | (NOHRB) | Varies | 6 | 5 | 1 |
| 7607 | Analyst Techniques | 26 | (NOHRB) | 32 hrs classroom | 4 | 5 | 1 |
| 7609 | Automated Information Systems Security Analyst Training | 26 | (NOHRB) | 32 hrs classroom | 4 | 5 | 1 |
| 7610 | Database Concepts | 26 | (NOHRB) | 16 hrs classroom | 4 | 5 | 1 |
| 7612 | DML Programming | 26 | (NOHRB) | 64 hrs classroom | 4 | 5 | 1 |
| 7613 | PRP Development | 26 | (NOHRB) | 64 hrs classroom | 4 | 5 | 1 |
| 7616 | Structured COBOL Training | 26 | (NOHRB) | 100 hrs classroom | 3 | 5 | 1 |
| 7617 | Structured Analysis Training | 26 | (NOHRB) | 32 hrs classroom | 3 | 5 | 1 |
| 7618 | Structured Design Training | 26 | (NOHRB) | 32 hrs classroom | 3 | 5 | 1 |
| 7620 | CTS | 26 | (NOHRB) | 16 hrs classroom | 6 | 5 | 1 |
| 7621 | ECL | 26 | (NOHRB) | 24 hrs classroom | 6 | 5 | 1 |
| 7622 | JCL | 26 | (NOHRB) | 32 hrs classroom | 6 | 5 | 1 |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **National Office Human Resources Branch (NOHRB)** | | | | | | | | |
| **7500/7600/8100/9100 Series** - continued | | | | | | | | |
| 7623a | Cross Training - ALC | 26 | (NOHRB) | 160 hrs classroom | 4 | 5 | 1 | |
| 7623b | Cross Training - COBOL | 26 | (NOHRB) | 120 hrs classroom | 4 | 5 | 1 | |
| 7624 | Statistic Analysis System | 16 | (NOHRB) | TBD | 3 | 5 | 1 | |
| 7625 | Automated Directive Information System | 16 | (NOHRB) | TBD | 3 | 5 | 1 | |
| 7626 | CPE for Public Affairs | 16 | (NOHRB) | Varies | Determined Locally | | | |
| 7627 | Continuing Professional Education (CPE) for Computer Services | 26 | (NOHRB) | Varies | Determined Locally | | | |
| 7628 | Continuing Professional Education (CPE) for Returns Information Processing | 26 | (NOHRB) | Varies | Determined Locally | | | |
| 7629 | Continuing Professional Education (CPE) for TAAS | 16 | (NOHRB) | Varies | Determined Locally | | | |
| **Data Center** | | | | | | | | |
| 7632a | Data Processing Concepts | 16 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7632c | Computer Operator Training (UNIVAC) | 16 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7632e | Data Management System (DMS) DML Programming (UNIVAC) | 16 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7632f | Project Management | 16 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7632g | 1100 System Concepts (UNIVAC) | 16 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7632h | 1100 Executive Control Language | 16 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7632i | Data Base Concepts (UNIVAC) | 16 | (NOHRB) | Varies | 4 | 5 | 6 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **National Office Human Resources Branch (NOHRB)** 7500/7600/8100/9100 Series - continued | | | | | | | | |
| 7634a | Programming Theory & Design | 16 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7634c | Intro. to ANSI COBOL | 16 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7634d | COBOL Essentials | 16 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7634h | Query Language Programming (UNIVAC) | 16 | (NOHRB) | Varies | 4 | 5 | 6 | |
| 7637 | Currency and Banking Retrieval/Training | 16 | (NOHRB) | 16 hrs classroom | 2 | 5 | 1 | |
| 7638 | Project Management | 16 | (NOHRB) | 24-32 hrs classroom | 4 | 4 | 1 | |
| 7639 | Managing Change | 16 | (NOHRB) | 24 hrs classroom | 4 | 1 | 1 | |
| 7640 | Achieving Excellence Through Customer Service | 16 | (NOHRB) | 16 hrs classroom | 4 | 4 | 1 | |
| 7641 | Personnel Processing | 16 | (NOHRB) | 64 hrs classroom | 4 | 5 | 1 | |
| 7642 | Personnel System Manager Training | 16 | (NOHRB) | 24 hrs classroom | 4 | 5 | 1 | |
| 7643 | Time Keeping | 16 | (NOHRB) | 40 hrs classroom | 4 | 5 | 1 | |
| 7644 | Briefing Techniques | 16 | (NOHRB) | 24 hrs classroom | 4 | 1 | 1 | |
| 7645 | Basic Instructor Training | 16 | (NOHRB) | 40-80 hrs classroom | 4 | 1 | 1 | |
| 7646 | Formula Writing I | 16 | (NOHRB) | 12-18 hrs classroom | 4 | 1 | 1 | |
| 7647 | Formula Writing II | 16 | (NOHRB) | 12-18 hrs classroom | 4 | 1 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **National Office Human Resources Branch (NOHRB) 7500/7600/8100/9100 Series - continued** | | | | | | | | |
| 7648 | Clerical Skills Orientation | 16 | (NOHRB) | 6 hrs classroom | 8 | 6 | 1 | |
| 7649 | Clerical Skills Training | 16 | (NOHRB) | 20-24 hrs classroom | 4 | 6 | 1 | |
| **National Computer Center** | | | | | | | | |
| 7651 | Mitron Operation | 26 | (NOHRB) | 26 hrs classroom | 4 | 5 | 1 | |
| 7652 | Computer Aid Librarian Training | 26 | (NOHRB) | 20 hrs classroom | 3 | 5 | 1 | |
| 7653 | Computer Operator Training | 26 | (NOHRB) | Varies | 3 | 5 | 6 | |
| 7654 | National Computer Center Local Training | 26 | (NOHRB) | Varies | Determined Locally | | | |
| **Chief Counsel - 7600/7700 - Series** | | | | | | | | |
| (Programs currently listed in the 7600 Series and those that are planned and/or being presently developed in the 7700 Series for Chief Counsel will be funded out of Financial Plan 0790.) | | | | | | | | |
| 7657 | Advanced Bankruptcy | 76 | (CC) | 36 hrs classroom | 4 | 3 | 1 | |
| 7658 | Trial Attorney Training | 76 | (CC) | 76 hrs classroom | 4 | 3 | 1 | |
| 7659 | General Legal Services | 76 | (CC) | 36 hrs classroom | 4 | 3 | 1 | |
| 7661 | Secretarial Skills | 76 | (CC) | Varies | 4 | 6 | 1 | |
| 7662 | Criminal Tax Attorney Training | 76 | (CC) | 64 hrs classroom | 4 | 3 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Chief Counsel - 7600/7700 - Series** - continued | | | | | | | | |
| 7663 | General Litigation Attorney Training | 76 | (CC) | 64 hrs classroom | 4 | 3 | 1 | |
| 7664 | Legal Writing for Chief Counsel | 76 | (CC) | 12 hrs | 4 | 3 | 1 | |
| 7665 | Trial Advocacy for General Legal Services | 76 | (CC) | 40 hrs classroom | 4 | 3 | 1 | |
| 7666 | Executive Development Training | 76 | (CC) | Varies | 5 | 1 | 1 | |
| 7667 | Continuing Professional Education (CPE) for Chief Counsel | 76 | (CC) | Varies | Determined Locally | | | |
| 7668 | Basic Management Training | 76 | (CC) | Varies | 5 | 1 | 1 | |
| 7670 | Disclosure Litigation Training | 76 | (CC) | Varies | 6 | 3 | 1 | |
| 7671 | Tax Shelter Training for Chief Counsel | 76 | (CC) | Varies | 1 | 3 | 1 | |
| 7673 | Recruitment Interviewing Training | 76 | (CC) | 20 hrs | 4 | 5 | 3 | |
| 7676 | International Tax Law Training | 76 | (CC) | Varies | 4 | 3 | 1 | |
| 7696 | Continuing Management Education (CME) | 76 | (CC) | Varies | 4 | 1 | 1 | |
| **Chief Counsel - 7700 Series** | | | | | | | | |
| 7702 | Automation Training | 76 | (CC) | Varies | 2 | 5 | 1 | |
| 7703 | Basic Instructor Training | 76 | (CC) | 36 hrs classroom | 3 | 5 | 1 | |
| 7704 | Interregional Training | 76 | (CC) | Varies | 4 | 3 | 1 | |
| 7705 | Treasury Executive Institute (TEI) | 76 | (CC) | Varies | 4 | 1 | 1 | 1 |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Chief Counsel - 7700 Series** - continued | | | | | | | | |
| 7706 | Task Forces | 76 | (CC) | Varies | 1 | 3 | 1 | |
| 7707 | Paralegal Training | 76 | (CC) | 80 hrs classroom | 4 | 3 | 1 | |
| 7708 | Advanced Criminal Tax | 76 | (CC) | 40 hrs classroom | 4 | 3 | 1 | |
| 7709 | Advanced Trial Advocacy | 76 | (CC) | TBD | 4 | 3 | 1 | |
| 7710 | Labor Relations Training | 76 | (CC) | TBD | 4 | 4 | 1 | |
| 7711 | Stress Management | 76 | (CC) | Varies | 4 | 3 | 1 | |
| 7712 | Briefing Techniques | 76 | (CC) | Varies | 4 | 4 | 1 | |
| 7713 | Time Management | 76 | (CC) | Varies | 4 | 4 | 1 | |
| 7714 | Quality Training | 76 | (CC) | Varies | 4 | 3 | 1 | |
| 7715 | CLE/LLM Pilot | 76 | (CC) | TBD | 2 | 2 | 1 | |
| 7717 | CLE/Region | 76 | (CC) | TBD | 2 | 2 | 1 | |
| 7720 | Miscellaneous Materials | 76 | (CC) | Varies | 4 | 4 | 1 | |
| 7721 | Management Institute | 76 | (CC) | Varies | 4 | 1 | 1 | |
| 7722 | District Counsel Meeting | 76 | (CC) | TBD | 4 | 1 | 1 | |
| 7723 | Miscellaneous Management Meetings | 76 | (CC) | Varies | 4 | 1 | 1 | |
| 7724 | Management Seminars | 76 | (CC) | Varies | 4 | 1 | 1 | |
| 7725 | Computer Based Training | 76 | (CC) | TBD | 2 | 5 | 1 | |
| 7726 | General Litigation Training for Managers | 76 | (CC) | TBD | 4 | 1 | 1 | |
| 7727 | Tax Litigation Training for Managers | 76 | (CC) | TBD | 4 | 1 | 1 | |
| 7728 | EP Training | 76 | (CC) | TBD | 4 | 3 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Chief Counsel - 7700 Series - continued** | | | | | | | | |
| 7730 | Large Case Training | 76 | (CC) | 36 hrs classroom | 4 | 3 | 1 | |
| 7731 | Technical Field Conferences | 76 | (CC) | Varies | 4 | 3 | 1 | |
| **Inspection (Internal Audit and Internal Security) - 8100 Series** | | | | | | | | |
| 8100 | Internal Audit & Internal Security Other Training | 56 | (NOHRB) | Varies | Determined Locally | | | |
| 8124 | Basic Investigative Aide Training | 56 | (NOHRB) | 40 hrs classroom | 5 | 5 | 1 | |
| 8125 | Federal Law Enforcement Training Center (FLETC) Training: | | | | | | | |
| 8125a | Criminal Investigators School | 56 | (NOHRB) | 300 hrs classroom | 5 | 5 | 2 | |
| 8125b | Firearms Instructor Training | 56 | (NOHRB) | 76 hrs classroom | 3 | 5 | 2 | |
| 8125c | Advanced Law Enforcement Photography School | 56 | (NOHRB) | 60 hrs classroom | 4 | 5 | 2 | |
| 8125d | White Collar Crime Seminar | 56 | (NOHRB) | 80 hrs classroom | 4 | 5 | 2 | |
| 8126a | Internal Audit Basic Training, Phase I | 56 | (NOHRB) | 120 hrs classroom | 5 | 5 | 1 | |
| 8126b | Internal Audit Basic Training, Phase II | 56 | (NOHRB) | 40 hrs classroom | 5 | 5 | 1 | |
| 8126c | Internal Audit Basic Training, Phase III | 56 | (NOHRB | 40 hrs classroom | 5 | 5 | 1 | |
| 8127a | Internal Security Investigators Basic Training | 56 | (NOHRB) | 160 hrs classroom | 5 | 5 | 1 | |
| 8128a | Internal Security Non-Criminal Investigator Training Phase I | 56 | (NOHRB) | 80 hrs classroom | 5 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Inspection (Internal Audit and Internal Security) - 8100 Series** - continued | | | | | | | | |
| 8128b | Internal Security Non-Criminal Investigator Training Phase II | 56 | (NOHRB) | 40 hrs classroom | 5 | 5 | 1 | |
| 8129 | Basic Internal Audit Management Workshop | 56 | (NOHRB) | 40 hrs classroom | 2 | 5 | 1 | |
| 8129 | Lead Audit Workshop | 56 | (NOHRB) | 40 hrs classroom | 2 | 5 | 1 | |
| 8130 | Internal Audit Technical Workshop | 56 | (NOHRB) | 40 hrs classroom | 4 | 5 | 1 | |
| 8131 | Internal Security Program Analyst Training | 56 | (NOHRB) | Varies | 4 | 4 | 1 | |
| 8136 | Internal Security Supervisors Seminar | 56 | (NOHRB) | 40 hrs classroom | 2 | 5 | 1 | |
| 8139 | Internal Security Advanced School | 56 | (NOHRB) | 40 hrs classroom | 5 | 5 | 1 | |
| 8142 | Internal Audit Management Practices Workshop | 56 | (NOHRB) | 40 hrs classroom | 3 | 1 | 1 | 2 |
| 8154a | Internal Security Undercover Technical Training | 56 | (NOHRB) | 80 hrs classroom | 5 | 5 | 1 | |
| 8154b | Internal Security CPE Technical Seminar | 56 | (NOHRB) | 24 hrs classroom | 5 | 5 | 1 | |
| 8155 | Internal Security Background Investigation Basic Training | 56 | (NOHRB) | 80 hrs classroom | 5 | 5 | 1 | |
| **Statistical Reporting - 9100 Series** | | | | | | | | |
| 9125 | Processing for Statistics of Income (1120/1140): | 26 | (NOHRB) | 40 hrs classroom | 4 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Office Automation - 9500 Series** | | | | | | | | |
| 9500 | Local Training | 26 | F | Varies | Determined Locally | | | |
| 9501a | Automation Training for Unix-based Systems - Phase 1 - OJT | 26 | F | 80-120 hrs OJT | 2 | 5 | 1 | |
| 9501b | Automation Training for Unix System V - Phase I - OJT | 26 | F | 80-120 hrs OJT | 2 | 5 | 1 | |
| 9502 | Automation Training for Unix-based Systems - Phase 1 - Classroom | 26 | F | 36 hrs classroom | 2 | 5 | 1 | |
| 9505 | Introduction to Computer Programming | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9506 | Structured Analysis and Design | 26 | F | 40 hrs classroom | 2 | 5 | 3 | |
| 9507 | Informix/4GL Programming | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9509 | Advanced Informix 3.3 | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9510 | Zilog Security | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9511a | Informix SQL | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9511b | Informix SQL Accelerated for Informix 3.3 Users | 26 | F | 24 hrs classroom | 2 | 5 | 3 | |
| 9512 | Bourne Shell Programming | 26 | F | 32 hrs classroom | 2 | 5 | 1 | |
| 9513 | Advanced Bourne Shell Programming | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9514a | Automation Training for Unix-based Systems - Phase II - OJT | 26 | F | 80-120 hrs OJT | 2 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Office Automation - 9500 Series** - continued | | | | | | | | |
| 9514b | Automation Training for Unix-based Systems - Phase II - Classroom | 26 | F | TBD | 2 | 5 | 1 | |
| 9515 | Advanced Zilog Systems Administration | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9516 | C-Shell Programming | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9517 | C-Language Programming - Phase 1 | 26 | F | 36 hrs classroom | 2 | 5 | 3 | |
| 9518 | C-Language Programming - Phase 2 | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9519 | C-Language Programming - Phase 3 | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9520 | C/Informix 3.3 Interface | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9521 | Advanced C Shell Programming | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9522 | Advanced Technical Workshop for Zilog Systems Administration | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9523 | Advanced Technical Workshop for C-Language Programmers | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9524 | Informix/ESQL | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9531a | Basic Data Communications | 26 | F | 72 hrs classroom | 3 | 5 | 1 | |
| 9531b | Advanced Data Communications | 26 | F | 40 hrs classroom | 3 | 5 | 3 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Office Automation - 9500 Series** - continued | | | | | | | | |
| 9532 | CRS Terminal Operation Training | 26 | F | 16 hrs classroom | 3 | 5 | 1 | |
| 9533 | Data Network Design | 26 | F | 40 hrs classroom | 2 | 5 | 3 | |
| 9534 | Networking PC's | 26 | F | 16 hrs classroom | 2 | 5 | 3 | |
| 9540 | ACS Call Site Computer Operator Training | 26 | F | 32 hrs classroom | 5 | 5 | 1 | |
| 9541 | ACS Resident Programmer Analysts Training | 26 | F | 72 hrs classroom | 5 | 5 | 1 | |
| 9542 | Automated Information Systems Security Analyst Training | 26 | F | 72 hrs classroom | 2 | 5 | 1 | |
| 9542a | Microcomputer Workshop for AIS Security Analyst | 26 | F | 24 hrs classroom | 2 | 5 | 1 | |
| 9542b | UNIX workshop for AIS Security Analyst | 26 | F | 32 hrs classroom | 2 | 5 | 1 | |
| 9543 | Introduction to the PC and MS-DOS | 66 | F | 8 hrs classroom | 2 | 5 | 3 | |
| 9544 | PC Troubleshooting and Maintenance | 26 | F | 16 hrs classroom | 2 | 5 | 3 | |
| 9545a | Train the Trainer: Intro to Lotus 1-2-3 | 66 | F | Varies | 2 | 5 | 3 | |
| 9545b | Train the Trainer: Advanced Lotus 1-2-3 with Macros | 66 | F | 24 hrs classroom | 2 | 5 | 3 | |
| 9545c | Train the Trainer: Intro to DBase III Plus | 66 | F | 16 hrs classroom | 2 | 5 | 3 | |
| 9545d | Train the Trainer: Advanced DBase III Plus | 66 | F | 16 hrs classroom | 2 | 5 | 3 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Office Automation - 9500 Series** - continued | | | | | | | | |
| 9545e | Train the Trainer: Unify | 66 | F | 24 hrs classroom | 2 | 5 | 3 | |
| 9546 | Automated Information Systems | 66 | F | 1 hr classroom | 2 | 8 | 1 | |
| 9550 | Comparative Overview of UNIX Based Systems | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9551 | Basic Sequent Systems Administration | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9552 | Advanced Sequent Systems Administration | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9553 | Sequent Security | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9554 | Advanced Workshop for Sequent Systems Administration | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9555 | Pyramid for Computer Operators | 26 | F | 24 hrs classroom | 2 | 5 | 3 | |
| 9556 | Basic Pyramid Systems Administration | 26 | F | 40 hrs | 2 | 5 | 3 | |
| 9557 | Advanced Pyramid Systems Administration | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9558 | Pyramid Security | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9559 | Advanced Technical Workshop for Pyramid Systems Administration | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9580 | Relational Database Design | 26 | F | 24 hrs classroom | 2 | 5 | 3 | |
| 9581 | Introduction to Oracle for Applications Developers | 26 | F | 36 hrs classroom | 2 | 5 | 3 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Office Automation - 9500 Series** - continued | | | | | | | | |
| 9582 | Oracle Database Administration Performance Training | 26 | F | 32 hrs classroom | 2 | 5 | 3 | |
| 9583 | Advanced Oracle for Application Developers | 26 | F | 24 hrs classroom | 2 | 5 | 3 | |
| 9584 | Pro * C-3 GL Programming with Oracle | 26 | F | 16 hrs classroom | 2 | 5 | 3 | |
| 9585 | Oracle Version 5 to Version 6 Migration | 26 | F | 16 hrs classroom | 2 | 5 | 3 | |
| 9586 | Oracle Applications | 26 | F | 40 hrs classroom | 2 | 5 | 3 | |
| 9587 | Oracle Advanced Applications Development Workshop: Selected Topics | 26 | F | Varies | 2 | 5 | 3 | |
| 9588 | Implementing Relational Systems | 26 | F | 8 hrs classroom | 2 | 5 | 3 | |
| 9599x | Services and Supplies | 26 | F | N/A | | | | |
| **Management Training Programs - 9600 Series** | | | | | | | | |
| 9602 | Joint Quality Improvement Process Orientation | 66 | F | 3 hours | 8 | 1 | 1 | |
| 9603 | Labor Negotiating Skills for Managers | 66 | F | 32 hrs classroom | 3 | 2 | 1 | |
| 9605 | Quality Leadership | 66 | F | 16 hrs | 1 | 1 | 1 | |
| 9606 | CPE on Strategic Planning for Managers | 66 | F | Varies | 3 | 2 | 1 | |
| 9608 | Quality Improvement Facilitator/Team Leader Training | 66 | F | 72 hrs classroom | 1 | 5 | 1 | |
| 9609 | IRS/NTEU Joint Quality Council Orientation | 66 | F | 16 hrs classroom | 8 | 1 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Management Training Programs - 9600 Series - continued** | | | | | | | | |
| 9610 | MPP for Taxpayer Service First Level Managers: | | | | | | | |
| 9610a | On-the-Job Training | 46 | F | Varies | 3 | 2 | 6 | 2 |
| 9610b | MPC for Taxpayer Service First Level Managers | 46 | F | 72 hrs classroom | 3 | 2 | 1 | 2 |
| 9610c | MPC for Taxpayer Service First Level Managers - Functional Lessons | 46 | F | Varies | 3 | 2 | 1 | 2 |
| 9612a | Management Practices Program for CID First Level Managers - OJT | 46 | F | Varies | 3 | 2 | 6 | 2 |
| 9612b | Management Practices Course for CID First Level Managers | 46 | F | 72 hrs classroom | 3 | 2 | 1 | 2 |
| 9612c | Management Practices Course for CID First Level Managers - Functional Lessons | 46 | F | Varies | 3 | 2 | 1 | 2 |
| 9614 | Management Training for Data Processing Managers | | | | | | | |
| 9614a | On-the-Job Training | 26 | F | Varies | 3 | 2 | 6 | |
| 9614b | Management Training for Data Processing Managers - Combined Core Lessons | 26 | F | 96 hrs classroom | 3 | 2 | 1 | 2 |
| 9614c | Management Training for Data Processing Managers - Functional Lessons | 26 | F | 64 hrs classroom | 3 | 2 | 1 | 2 |
| 9615 | Management Practices Program for Revenue Agent and EP/EO First Level Managers | | | | | | | |
| 9615a | On-the-Job Training | 36 | F | Varies | 3 | 2 | 6 | 2 |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Management Training Programs - 9600 Series** - continued | | | | | | | | |
| 9615b | Management Practices Course for Revenue Agent and EP/EO First Level Managers | 36 | F | 72 hrs classroom | 3 | 2 | 1 | 2 |
| 9615C | Management Practices Course for Revenue Agent and EP/EO First Level Managers - Functional Lessons | 36 | F | Varies | 3 | 2 | 1 | 2 |
| 9616 | Management Practices Program for Tax Auditor and Integrated Group First Level Managers | | | | | | | |
| 9616a | On-the-Job | 36 | F | Varies | 3 | 2 | 6 | 2 |
| 9616b | Management Practices Course for Tax Auditor and Integrated Group First Level Managers | 36 | F | 72 hrs classroom | 3 | 2 | 1 | 2 |
| 9616c | Management Practices Course for Tax Auditor and Integrated Group First Level Managers - Functional Lessons | 36 | F | Varies | 3 | 2 | 1 | 2 |
| 9617 | Tax Auditor Selection Interview Training | 36 | F | Varies | 1 | 2 | 1/6 | |
| 9618 | AES Group Managers | 36 | F | 24 hrs classroom | 2 | 2 | 1 | |
| 9618a | AES Group Managers - Phase IV | 36 | F | 12 hrs classroom | 1 | 2 | 1 | |
| 9619 | Management Practices Program for Revenue Officer First Level Managers: | | | | | | | |
| 9619a | On-the-Job Training | 46 | F | Varies | 3 | 2 | 6 | 2 |
| 9619b | Management Practices Course for Revenue Officer First Level Managers | 46 | F | 72 hrs | 3 | 2 | 1 | 2 |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Management Training Programs - 9600 Series** - continued | | | | | | | | |
| 9619c | Management Practices Course for Revenue Officer First Level Managers - Functional Lessons | 46 | F | Varies | 3 | 2 | 1 | 2 |
| 9622 | R.O. Examiner Group Manager Employment Tax Training | 46 | F | 96 hrs classroom | 1 | 2 | 1 | |
| 9625 | Management Practices Course for Service Center First Level Managers | 26 | F | 72 hrs classroom | 3 | 2 | 1 | 2 |
| 9630 | Office Automation - Orientation for Managers | 66 | F | 8-12 hrs classroom | 3 | 5 | 1 | |
| 9632a | Management Practices Course For ACS First Level Managers - OJT | 66 | F | Varies | 3 | 2 | 1 | |
| 9632b | Management Practices Course For ACS First Level Managers | 66 | F | 104 hours classroom | 3 | 2 | 1 | |
| 9633 | ACS Training for Service Center Collection Branch Managers | 46 | F | 8-16 hrs classroom | 3 | 2 | 1 | |
| 9634 | Collins ACD Training for ACS Systems Analysts | 46 | F | 32 hrs classroom | 3 | 2 | 1 | |
| 9635 | MPP for Appeals First Level Managers: | | | | | | | |
| 9635a | On-the-Job Training | 36 | F | Varies | 3 | 2 | 6 | 2 |
| 9635b | MPC for Appeals First Level Managers | 36 | F | 72 hrs classroom | 3 | 2 | 1 | 2 |
| 9635c | MPC for Appeals First Level Managers - Functional Lessons | 36 | F | Varies | 3 | 2 | 1 | 2 |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Management Training Programs - 9600 Series** - continued | | | | | | | | |
| 9636 | Continuing Professional Education (CPE) for Collection Managers | 46 | F | Varies | 4 | 2 | 1 | |
| 9638 | Interview Training for RO Recruitment | 46 | F | 4 hrs S.I. or classroom | 3 | 2 | 1 | |
| 9639 | Performance Management and Recognition System | 66 | F | 4 hrs S.I. or classroom | 4 | 4 | 1 | |
| 9640 | AIDS in the Workplace - Managers Guide | 66 | F | 5 hrs | 4 | 2 | 1 | |
| 9645 | Integrated Management Systems (IMS)/Total Evaluation Performance Systems (TEPS) | 26 | F | 12-24 hrs classroom | 1 | 2 | 1 | |
| 9648 | SCCB Quality Analyst Manager Training | 26 | F | 40 hrs classroom | 3 | 5 | 1 | |
| 9649 | Service Center Collection Branch Managers Handbook | 26 | F | Job Aid | 3 | 2 | 1 | |
| 9650 | Service Center Section Chief's On-the-Job Training | 26 | N.O. | Varies | 3 | 2 | 1 | |
| 9651 | Service Center Section Chief's Seminar | 26 | N.O. | 32 hrs classroom | 3 | 1 | 1 | |
| 9652 | Management Practices Program - Developing New Managers | 66 | F | 8 hrs | 2 | 1 | 1 | |
| 9653 | Collection Mid-Level Functional Management Program | 46 | N.O. | 60 hrs | 3 | 2 | 1 | 2 |
| 9654 | Mid and Top-Level Functional Management Training Course for Criminal Investigation: | | | | | | | |
| 9654a | On-the-Job Training | 46 | N.O. | Varies | 3 | 2 | 1 | 3 |
| 9654b | Mid and Top-Level Functional Management Training Course for Criminal Investigation | 46 | N.O. | 72 hrs | 3 | 2 | 1 | 2 |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Management Training Programs - 9600 Series - continued** | | | | | | | | |
| 9655 | Functional Management Development Course for Taxpayer Service | 46 | N.O. | 60 hrs | 3 | 2 | 1 | 2 |
| 9657 | Mid-Level Functional Management Training Program for Examination | | | | | | | |
| 9657a | On-the-Job Training Pre-class Guide to Effective Management | 36 | N.O. | Varies | 3 | 2 | 1 | 2 |
| 9657b | Mid-Level Functional Management Seminar for Examination | 36 | N.O. | 72 hrs classroom | 3 | 2 | 1 | 2 |
| 9658 | Continuing Professional Education (CPE) for Examination Managers | 36 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 9661 | Leadership Excellence and Development (LEAD) Core Course | 66 | F | 56 hrs classroom | 3 | 2 | 1 | 2 |
| 9662 | Administration Skills Workshop (ASK) for LEAD | 66 | F | 24 hrs classroom | 3 | 2 | 1 | 2 |
| 9663 | LEAD Core Instructor Workshop | 66 | F | 32 hrs classroom | 3 | 5 | 1 | 2 |
| 9665 | Joint Quality Council Training | 66 | F | Varies | 1 | 4 | 1 | |
| 9666 | Facilitation Skills Workshop | 66 | F | 32 hrs classroom | 1 | 5 | 1 | |
| 9686 | Focus 86: Managing In an Automated Environment | 26 | F | 40 hrs classroom | 2 | 1 | 1 | |
| 9687 | Focus on Systems and Quality: Managing In an Automated Environment | 26 | F | 20 hrs classroom | 2 | 1 | 1 | |
| 9687 | Focus 87: CPE on Managing In an Automated Environment | 26 | F | 16-24 hrs classroom | 2 | 1 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Automated Training System - 9700 Series** | | | | | | | | |
| 9750a | ATS Systems Monitor Training for System 3 | 66 | F | 8 hrs Self-Instr. with ATS terminal | 2 | 5 | 1 | |
| 9750b | ATS System Monitor Training for System V | 66 | F | 8 hrs Self-Instr. with ATS terminal | 2 | 5 | 1 | |
| 9751a | ATS Instructor Training | 66 | F | 8 hrs classroom with ATS terminal | 2 | 5 | 1 | |
| 9752a | ATS Project Management Guidelines for Authoring | 66 | F | Varies Self-Instr. with ATS terminal | 2 | 5 | 1 | |
| 9752b | Using the Prompted Tutorial | 66 | F | To be announced | 2 | 5 | 1 | |
| 9752c | Developing a Question Bank Using the Prompted Quiz Editor | 66 | F | 8 hrs classroom with ATS terminal | 2 | 5 | 1 | |
| 9752d | Assembling an ATS Course Using Prompted Tutorial and Prompted Quiz Editor | 66 | F | To be announced | 2 | 5 | 1 | |
| 9753a | Introduction to ATS | 66 | F | 2 1/2 hr Self-Instr. and CBT with ATS terminal | 2 | 5 | 1 | |
| 9754a | CBI Course Design | 66 | F | 32 hrs Self-Instr. with ATS Terminal | 2 | 5 | 1 | |
| 9799x | Services and Supplies | 66 | F | N/A | | | | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Resources Management - 9800 Series** | | | | | | | | |
| | Training Staff Development Programs | | | | | | | |
| 9800 | Local Resources Management Training | 66 | F | Varies | Determined Locally | | | |
| 9801 | Basic Training for IRS Trainers | 66 | F | 30 hrs Pre-classroom 70 hrs classroom Post-classroom OJT | 3 | 4 | 1 | |
| 9802 | Performance Analysis Workshop | 66 | F | 32 hrs classroom | 4 | 4 | 1 | |
| 9803a | Course Design and Development Workshop | 66 | F | 56 hrs classroom | 4 | 5 | 1 | |
| 9804a | Training Program Management | 66 | F | 20-24 hrs Self-Instr. | 4 | 4 | 6 | |
| 9804b | Procurement Training for Trainers | 66 | F | 6-8 hrs Self-Instr. & CBT | 4 | 4 | 6 | |
| 9805 | Self-Instruction Materials Workshop | 66 | F | 4 hrs pre-class 32 hrs classroom | 3 | 5 | 1 | |
| 9806 | Instructor Trainer Workshop | 66 | F | 32 hrs classroom | 3 | 5 | 1 | |
| 9807a | Managers Guide to Introductory RM Training Programs | 66 | F | 2 hrs | 5 | 4 | 1 | |
| 9807b | RM OJT Administrator Training Module | 66 | F | 2 hrs | 5 | 4 | 1 | |
| 9808a | Introductory RM Training Program (Accounting) Technician) | 66 | F | Varies OJT | 5 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Resources Management - 9800 Series** - continued | | | | | | | | |
| 9808b | Introductory RM Training Program (Budget Analyst) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808c | Introductory RM Training Program (Communications Specialist/Communications Management Specialist | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808d | Introductory RM Training Program (Communications Technician) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808e | Introductory RM Training Program (Contract Specialist) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808f | Introductory RM Training Program (Employee Development Specialist) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808g | Introductory RM Training Program (Labor Relations/ Employee Relations Specialist) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808h | Introductory RM Training Program (Personnel Processing, Payroll Processing, PERMITS Clerk) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808i | Introductory RM Training Program (Personnel Staffing Specialist) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808j | Introductory RM Training Program (Personnel Systems Manager) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808k | Introductory RM Training Program (Position Classification Specialist) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808m | Introductory RM Training Program (Property Analyst) | 66 | F | Varies OJT | 5 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Resources Management - 9800 Series** - continued | | | | | | | | |
| 9808n | Introductory RM Training Program (Records Manager) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808o | Introductory RM Training Program (Physical Security Analyst) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808p | Introductory RM Training Program (Space Analyst) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808q | Introductory RM Training Program (Time and Leave Clerk) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808r | Introductory RM Training Program (Traffic and Transportation Analyst/ Mail Clerk) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9808s | Introductory RM Training Program (Purchasing Agent) | 66 | F | Varies OJT | 5 | 5 | 1 | |
| 9809a | Introductory Generic Skills Module (Automation) | 66 | F | Varies Self-Instr. | 5 | 5 | 1 | |
| 9809b | Introductory Generic Skills Module (Conduct/Write Studies) | 66 | F | Varies Self-Instr. | 5 | 5 | 1 | |
| 9809c | Introductory Generic Skills Module (IRS Mission/ Organization; Internal Management Documents; Self-Improvement Opportunities) | 66 | F | Varies Self-Instr. | 5 | 5 | 1 | |
| 9809d | Introductory Generic Skills Module (Interpersonal Skills: Dealing with People; Customer Service) | 66 | F | Varies Self-Instr. | 5 | 5 | 1 | |
| 9809e | Introductory Generic Skills Module (Presentation Skills) | 66 | F | Varies Self-Instr. | 5 | 5 | 1 | |
| 9809f | Introductory Generic Skills (Problem Solving) | 66 | F | Varies Self-Instr. | 5 | 5 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Resources Management - 9800 Series** - continued | | | | | | | | |
| 9809g | Introductory Generic Skills Module (Project Management) | 66 | F | Varies CBT | 5 | 5 | 1 | |
| 9810 | A Consulting Approach to Resources Management | 66 | F | 32 hrs classroom | 6 | 4 | 1 | |
| 9811a | Facilitation Skills | 66 | F | 32 hrs classroom | 4 | 4 | 1 | |
| 9812 | Retirement Estimate Process System | 66 | F | 20 hrs classroom | 4 | 5 | 1 | |
| 9815 | Functional Management Training for Chief Resources Management | 66 | F | Varies | 4 | 1 | 1 | |
| 9816 | Resources Management Training for Director's Designated Representatives | 66 | F | Varies | 3 | 4 | 1 | |
| 9817 | Regional Resources Management Intern Program | 66 | F | Varies | 3 | 4 | 1 | |
| 9820 | CPE for Resources Management | 66 | F | Varies | 4 | 4 | 1 | |
| 9822a | Payroll Processing Training | 66 | F | 32 hrs classroom | 4 | 6 | 1 | |
| 9822b | Personnel Processing Training | 66 | F | 56 hrs classroom | 4 | 6 | 1 | |
| 9823 | Panel Interviewer Training | 66 | F | 4 hrs Self-Instr | 5 | 5 | 6 | |
| 9824 | Position Classification Course | 66 | F | 72 hrs classroom | 4 | 4 | 1 | |
| 9825 | Basic Position Management | 66 | F | 72 hrs classroom | 3 | 4 | 1 | |
| 9827 | Correcting Employee Performance and Conduct | 66 | F | 72 hrs classroom | 4 | 4 | 1 | |
| 9828 | Basic Timekeeper Training | 66 | F | 32 hrs classroom | 4 | 6 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Resources Management - 9800 Series** - continued | | | | | | | | |
| 9829 | Savings Bond Training | 66 | F | 4 hrs CBT | 4 | 6 | 1 | |
| 9830 | Recruit Training Course | 66 | F | 32 hrs classroom | 3 | 5 | 1 | |
| 9831a | Labor Relations Skills | 66 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 9831b | Negotiating Skills for Labor Relations Specialists | 66 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 9833 | Employee Services and Benefits | 66 | F | 32 hrs classroom | 4 | 4 | 1 | |
| 9836 | Staffing and Placement | 66 | F | 32 hrs classroom | 4 | 4 | 1 | |
| 9839 | Qualifications Analysis | 66 | F | 12-16 hrs classroom | 3 | 4 | 1 | |
| 9840 | Query Language Processor Training | 66 | F | 2 hrs CBT | 2 | 6 | 1 | |
| 9841 | Time and Data Entry System (TADES) Training | 66 | F | 1 hr CBT | 2 | 6 | 6 | |
| 9842a | PERMITS--Personnel Management Information Telecommunication System | 66 | F | 32 hrs classroom | 3 | 4 | 1 | |
| 9842b | Personnel System Manager Training | 66 | F | 32 hrs classroom | 3 | 4 | 1 | |
| 9842c | PERMITS for Personnelists | 66 | F | 12 hrs classroom | 4 | 4 | 1 | |
| 9843 | Transaction Input Processing (TIP-TADES) | 66 | F | 1 hr CAI | 2 | 6 | 6 | |
| 9844 | System of Input for Local Validation and Error Resolution Training (SILVER) | 66 | F | 2 hrs | 2 | 6 | 6 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Resources Management - 9800 Series - continued** | | | | | | | | |
| 9845 | Automated Leave and Pay Historical Adjustments (ALPHA) | 66 | F | 1 hr CAI | 2 | 6 | 6 | |
| | **Facilities Management Training Programs** | | | | | | | |
| 9850a | Survey of Telecommunications | 26 | F | 72 hrs classroom | 3 | 5 | 3 | |
| 9850b | Data and Data Networks | 26 | F | 72 hrs classroom | 3 | 5 | 3 | |
| 9850d | Voice and Voice Networks | 26 | F | 72 hrs | 3 | 5 | 3 | |
| 9850g | Integrated Systems | -- | F | 32 hrs classroom | 3 | 5 | 3 | |
| 9850h | Switching Systems PBX ACD | -- | F | 72 hrs classroom | 3 | 5 | 3 | |
| 9850i | Telecommunications Overview for Managers | 26 | F | 24 hrs classroom | 3 | 5 | 3 | |
| 9854 | Facilities Management Analyst Techniques | 66 | F | 72 hrs classroom | 3 | 4 | 1 | |
| 9856a | Budgeting for Space Management Analysts | 66 | F | 4 hrs Self-Instr. | 4 | 5 | 6 | |
| 9856b | Telecommunications for Space Analysts | 66 | F | 2-4 hrs Self-Instr. | 4 | 5 | 6 | |
| 9856c | Procurement Training for Space Management Analysts | 66 | F | 8 hrs Self-Instr. and CBT | 4 | 5 | 6 | |
| 9857 | Transportation and Traffic Management | 66 | F | 56 hrs classroom | 4 | 5 | 1 | |
| 9858a | Skills and Procedures for Office Automation Analysts | 66 | F | 72 hrs classroom | 6 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Resources Management - 9800 Series** - continued | | | | | | | | |
| 9858b | Skills and Procedures for Office Automation Analysts Pre-classroom | 66 | F | 16 hrs Self-Instr. | 6 | 5 | 6 | |
| 9860 | Design Technology for a Quality Environment | 66 | F | 72 hrs classroom | 4 | 5 | 1 | |
| 9861 | Forms Analysis and Design | 66 | F | 32 hrs classroom | 4 | 5 | 1 | |
| 9862 | The Life Cycle of Records Management | 66 | F | 32 hrs classroom | 3 | 5 | 1 | |
| 9863 | Techniques of Procurement Training | 66 | F | 32 hrs classroom | 3 | 5 | 3 | |
| 9864a | Inventory Management | 66 | F | 24 hrs | 4 | 4 | 4 | |
| 9864b | Cycle Counting Techniques | 66 | F | 16 hrs | 4 | 4 | 4 | |
| 9864c | Order Quantity Theory and Models | 66 | F | 16 hrs | 4 | 4 | 4 | |
| 9864d | Production Control | 66 | F | 16 hrs | 4 | 4 | 4 | |
| 9864e | Forecasting Techniques | 66 | F | 32 hrs | 4 | 4 | 4 | |
| 9865a | The Design, Operation and Maintenance of Building Systems, Part I | 66 | F | 32 hrs classroom | 3 | 5 | 4 | |
| 9865b | The Design, Operation and Maintenance of Building Systems, Part II | 66 | F | 32 hrs classroom | 3 | 5 | 4 | |
| 9865c | Administration of Real Property | 66 | F | 32 hrs classroom | 3 | 5 | 4 | |
| 9865d | Managerial Accounting and Financial Concept | 66 | F | 32 hrs classroom | 3 | 5 | 4 | |
| 9865e | Insurance and Risk Management | 66 | F | 32 hrs classroom | 3 | 5 | 4 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Resources Management - 9800 Series - continued** | | | | | | | | |
| 9865f | The Judicial System and Legal Concepts | 66 | F | 32 hrs classroom | 3 | 5 | 4 | |
| 9865g | Real Estate Investment and Finance | 66 | F | 32 hrs | 3 | 5 | 4 | |
| | **Security Training Programs** | | | | | | | |
| 9868 | Mail Management | 66 | F | 32 hrs classroom | 4 | 4 | 1 | |
| 9869 | Administering the Movement of Household Goods | 66 | F | 32 hrs classroom | 4 | 4 | 1 | |
| 9870a | Real Property Leasing | 66 | F | 32 hrs classroom | 3 | 5 | 4 | |
| 9870b | Federal Real Property Lease Law | 66 | F | 32 hrs classroom | 3 | 5 | 4 | |
| 9870c | Cost and Price Analysis of Lease Proposals | 66 | F | 32 hrs classroom | 3 | 5 | 4 | |
| 9870d | Techniques of Negotiating Federal Real Property Leases | 66 | F | 32 hrs classroom | 3 | 5 | 4 | |
| 9870f | Lease Management | 66 | F | 24 hrs classroom | 3 | 5 | 1 | |
| 9871 | IDRS Security Officer - Regional Version | 66 | F | Self-Instr. 8 hrs sugg. | 3 | 5 | 6 | |
| 9872 | IDRS Security Officer - District/Service Center | 66 | F | Self-Instr. 24 hrs sugg. | 3 | 5 | 6 | |
| 9873 | Data Security Analyst - Security Supervisor | 66 | F | Self-Instr. 8 hrs sugg. | 3 | 5 | 6 | |
| 9874a | Budgeting for Telecommunications Specialist | 26 | N/A | 4 hrs Self-Instr. | 4 | 5 | 6 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Resources Management - 9800 Series - continued** | | | | | | | | |
| 9874b | Procurement for Telecommunications Specialist | 26 | N/A | 6 hrs self-instr & CBT | 4 | 5 | 6 | |
| 9874c | Space Design for Telecommunications Specialist | 26 | N/A | 6 hrs self-instr | 4 | 5 | 6 | |
| 9875 | Physical Security | 66 | F | 64 hrs classroom | 4 | 5 | 1 | |
| 9876 | Security Briefing for Supervisors (Center Version) | 66 | F | Varies | 4 | 2 | 1 | |
| 9877 | Security Briefing for Supervisors (District/ Regional Version) | 66 | F | Varies | 4 | 2 | 1 | |
| 9878 | Industrial Facilities Protection Course (General Orientation to Facilities, Protection, Personnel and Computer Security) | 66 | F | 40 hrs classroom (Defense Supply Agency, Richmond, VA and field extension when available) | 4 | 5 | 2 | |
| 9879 | Safety and Occupational Health Advisory Committee Training | 66 | F | 3 hrs classroom | 3 | 5 | 1 | |
| 9882 | Security Officer (Uniformed) Training - Non-IRS Employees | 66 | N/A | 46 hrs | 3 | 5 | 3 | |
| 9883 | Property Analyst | 66 | F | 32 hrs classroom | 3 | 5 | 1 | |
| 9884 | R.S. Means Seminar on Repair and Remodeling Mechanical Estimating and Electrical Estimating | 66 | F | 32 hrs classroom | 3 | 5 | 4 | |
| 9885 | Computer Security Analyst Training | 66 | F | 32 hrs classroom | 3 | 5 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Resources Management - 9800 Series - continued** | | | | | | | | |
| 9887 | Techniques of Contracting | 66 | F | 32 hrs classroom | 3 | 5 | 1 | |
| | **Finance Training Programs** | | | | | | | |
| 9892 | Fiscal Voucher Auditor Training | 66 | F | 36 hrs self-instr | 3 | 4 | 6 | |
| 9893 | Budget Analyst Training | 66 | F | 40 hrs self-instr | 3 | 4 | 6 | |
| 9894 | Imprest Fund Cashier Training | 66 | F | 40 hrs self-instr. | 4 | 5 | 1 | |
| 9895 | Fiscal Management | 66 | F | 8 hrs self-instr. | 4 | 5 | 6 | |
| 9896 | Advanced Fiscal Voucher Auditor Training | 66 | F | 12 hrs self-instr | 3 | 4 | 6 | |
| 9899x | Services and Supplies | 66 | F | N/A | | | | |
| **Cross-Functional - 9900 Series** | | | | | | | | |
| 9900 | Local Training (Cross-Functional) | 66 | F | Varies | Determined Locally | | | |
| 9901a | Certified Public Accountant (CPA) | 66 | F | Varies | 4 | 3 | 4 | |
| 9901b | Bar Review | 66 | F | Varies | 4 | 3 | 4 | |
| 9903 | Time/Life Video Speed Reading Program | 66 | F | 8-20 hrs self-instr | 4 | 5 | 6 | |
| 9904 | Strategies for Effective Listening (Xerox Learning Systems) | 66 | F | 4 hrs self-instr | 4 | 5 | 6 | |
| 9905 | AMETA Training | 66 | F | Varies | 6 | 5 | 2 | |
| 9908a | Introduction to Project Management | 66 | F | 24 hrs classroom | 3 | 4 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Cross-Functional - 9900 Series - continued** | | | | | | | | |
| 9910 | Approving Travel Vouchers | 66 | F | 1 hr self-instr | 4 | 5 | 6 | |
| 9911a | CME - Manager Initiated | 56 | N.O. | Varies | 4 | 4 | 1 | |
| 9911b | CME - Service Initiated | 56 | N.O. | Varies | 4 | 4 | 1 | |
| 9911c | CME - Long-Range Training | 56 | N.O. | Varies | 4 | 4 | 1 | |
| 9912 | Self-Study Introduction to Travel Vouchers | 66 | F | 4 hrs self-instr | 4 | 5 | 6 | |
| 9914 | Servicewide Disclosure Orientation | 66 | F | Varies | 8 | 8 | 1 | |
| 9915 | Time/Life Video Reading Efficiency System | 66 | F | Varies self-instr | 4 | 6 | 6 | |
| 9917 | Research Part 0 and 1 of Internal Revenue Manual | 66 | F | 4 hrs self-instr | 4 | 5 | 6 | |
| 9918 | Managerial Training (Special Emphasis | 66 | F | Varies | 5 | 2 | 1 | |
| 9920 | Employee Responsibilities and Conduct | 66 | F | 4 hrs self-instr | 3 | 2 | 6 | |
| 9920a | Rule of Conduct-Video | 66 | F | | | | | |
| 9921 | Servicewide Secretarial/ Clerical Training | 66 | F | Varies self-instr | 4 | 6 | 6 | |
| 9921a | Self-Instructional Orientation to IRS | 66 | F | Varies self-instr | 4 | 6 | 6 | |
| 9921d | Internal Revenue Manual Filing | 66 | F | Varies self-instr | 4 | 6 | 6 | |
| 9921e | Proofreading | 66 | F | Varies self-instr | 4 | 6 | 6 | |
| 9922 | Automation - An Executive Overview | 56 | N.O. | 28 hrs classroom | 2 | 1 | 1 | |

**Training Program Index**--continued

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| Cross-Functional - 9900 Series - continued | | | | | | | | |
| 9923 | ADP for Executives | 56 | N.O. | Varies | 2 | 1 | 1 | 1 |
| 9925 | Productivity Awareness | 66 | F | 6 hrs classroom | 6 | 2 | 1 | |
| 9926 | Quality Circles | 66 | F | Varies | 4 | 4 | 1 | |
| 9926a | Quality Circles/Member Training | 66 | F | 16 hrs classroom | 4 | 4 | 1 | |
| 9926b | Quality Circles/Leader Training | 66 | F | 30 hrs classroom | 4 | 4 | 1 | |
| 9926c | Quality Circles/Facilitator Training | 66 | F | 40 hrs classroom | 4 | 4 | 1 | |
| 9926d | Quality Circles/Steering Committee Training | 66 | F | 24 hrs classroom | 4 | 4 | 1 | |
| 9928 | Instructor Training Course | 66 | F | 72 hrs classroom | 3 | 5 | 1 | |
| 9929 | On-the-Job Training Instructor Workshop | 66 | F | Varies | 3 | 5 | 1 | |
| 9930 | SVC-1 (Withholding Non-Compliance Research Project) | 66 | F | 16 hrs classroom | 3 | 5 | 1 | |
| | Effective Writing Programs | | | | | | | |
| 9931a | Writing Seminar for Managers | 66 | F | 8 hrs classroom | 4 | 1 | 1 | |
| 9931b | Reviewer's Workshop | 66 | F | 8 hrs classroom | 4 | 2 | 1 | |
| 9931c | Originator's Workshop | 66 | F | 40 hrs classroom | 4 | 5 | 1 | |
| 9931d | Refresher Training | 66 | F | 20 hrs classroom | 4 | 5 | 1 | |
| 9931e | Effective Writing Instructor Training | 66 | F | 72 hrs classroom | 3 | 5 | 1 | |

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Cross-Functional - 9900 Series - continued** | | | | | | | | |
| 9934 | Equal Employment Opportunity Counselor Course | 66 | F | 32 hrs classroom | 3 | 5 | 1 | |
| 9935 | Management Development Program II (Mid-Level Managers) | 56 | N.O. | 72 hrs classroom | 4 | 1 | 1 | |
| 9936 | Executive Development Training Program (XD) | 56 | N.O. | 1,080 hrs classroom | 3 | 1 | 1 | 1 |
| 9938 | Tax Administration for Executives | 56 | N.O. | 72 hrs classroom | 4 | 1 | 1 | 1 |
| 9939 | Division Chief Conference | 56 | N.O. | 36 hrs classroom | 6 | 1 | 1 | |
| 9941 | CADE Program Training (Charge funds to sub-codes in IRM 0420.4, Section 945) | 66 | F | Varies | 4 | 4 | 1 | |
| 9943 | The Productivity Through Quality Innovation Program | 66 | F | Varies Self-Instr. | 8 | 8 | 1 | |
| 9944 | Project Learn-Rapid Comprehension thru Effective Reading | 66 | F | 40-60 hrs self-instr | 4 | 5 | 6 | |
| 9945 | Basic Typing for IDRS | 66 | F | 48 hrs classroom | 2 | 6 | 1 | |
| 9947 | Servicewide Analyst | 66 | F | Varies | 2 | 6 | 1 | |
| 9947a | Cost Benefit Analysis | 66 | F | 20 hrs self-instr | 3 | 4 | 6 | |
| 9947b | Analyst Techniques for Work Flow and Organizational Analysis | 66 | F | 40 hrs self-instr | 3 | 4 | 6 | |
| 9947d | Creative Problem Solving | 66 | F | 4 hrs self-instr | 3 | 4 | 6 | |
| 9947e | Data Collection Techniques | 66 | F | 4 hrs self-instr | 3 | 4 | 6 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | S I |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| Cross-Functional - 9900 Series - continued | | | | | | | | |
| 9948 | IRS-NTEU Agreement Training for Managers (NORD III) | 66 | F | 4 hrs self-instr 16 hrs classroom | 4 | 2 | 1 | |
| 9950 | Basic Servicewide Analyst Training | 66 | F | 72 hrs classroom | 5 | 4 | 1 | |
| 9957 | Developing Job Expectations (for Merit Pay Appraisal System) | 66 | F | 4 hrs self-instr | 1 | 2 | 6 | |
| 9958 | Advanced Business and Commercial Law | 66 | F | Varies | 5 | 3 | 1 | |
| 9959 | Evidence and Procedure | 66 | F | Varies | 5 | 3 | 1 | |
| 9960 | Effective Revenue Writing I | 66 | F | Varies | 4 | 6 | 1 | |
| 9963 | Prevention of Sexual Harassment | 66 | F | 4 hrs classroom | 9 | 9 | 1 | |
| 9964 | ADP in the Internal Revenue Service | 66 | F | 24 hrs self-instr | 5 | 3 | 6 | |
| 9966a | Problem Resolution Program in Districts | 66 | F | 2 hrs self-instr or classroom | 3 | 5 | 6 | |
| 9966b | Problem Resolution Program in Service Centers | 66 | F | 2 hrs self-instr or classroom | 3 | 5 | 6 | |
| 9966c | Problem Resolution Program Criteria | 66 | F | 2-3 hrs S.I. or classroom | 3 | 5 | 6 | |
| 9966d | Problem Resolution Program Case Coding System | 66 | F | 2-3 hrs S.I. or classroom | 3 | 5 | 6 | |
| 9966d | Problem Resolution Program Taxpayer Assistance Actions | 66 | F | TBD | 4 | 4 | 6 | |
| 9969 | Special Emphasis Program Manager Training | 66 | F | 32 hrs classroom | 3 | 4 | 1 | |

**Training Program Index--continued**

| Prog. No. | Title | Activity Code | Training Fund | Program Length (Hours) | OPM Report Codes: Prin. Purp. | Type | Source | SI |
|---|---|---|---|---|---|---|---|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) |
| **Cross-Functional - 9900 Series - continued** | | | | | | | | |
| 9977 | Readings in Management | 66 | F | Varies self-instr | 5 | 1 | 6 | |
| 9978 | Incumbent Executive Seminar | 56 | N.O. | Varies | 4 | 1 | 1 | |
| 9979 | Federal Executive Program | 66 | F | Varies | 4 | 1 | 1 | 1 |
| 9980 | The New Supervisor - Audio Cassette Program | 66 | F | Varies self-instr | 5 | 2 | 6 | |
| 9982 | Management Careers Program | 66 | F | Varies | 4 | 2 | 1 | 2 |
| 9986 | EEO Officer Management Development Program | 66 | F | 56 hrs | 6 | 1 | 1 | |
| 9993 | CPE for EEO | 66 | F | Varies | 4 | 4 | 1 | |
| 9996 | EEO Self-Instructional Core Training | 66 | F | Varies self-instr | Determined Locally | | | |
| 9997 | Equal Employment Opportunity Investigator Training Course | 66 | F | 32 hrs Varies | 4 | 4 | 1 | |
| 9998 | Equal Employment Opportunity Speciality Training (non-IRS) | 66 | F | Varies | 4 | 4 | 1 | |
| 9999 | Self-Instructional Learning Center Program | 66 | F | Varies self-instr | Determined Locally | | | |
| 9999a | Clerical Skills Center | 66 | F | Varies self-instr | 4 | 6 | 6 | |
| 9999b | Technical Skills Center | 66 | F | Varies self-instr | 4 | 5 | 6 | |
| 9999c | Managerial Skills Center | 66 | F | Varies self-instr | 4 | 1 | 6 | |
| 9999x | Services and Supplies | 66 | F | N/A | | | | |



*U.S. Government Printing Office: 1990-262-145/25620